

HOW to USE

*The RoadRunner*<sup>TM</sup>

PORTABLE COMPUTER

**MICRO  
OFFICE**  
SYSTEMS TECHNOLOGY, INC.







*The* **RoadRunner**™

PORTABLE COMPUTER

User's Guide

**MICRO  
OFFICE**  
SYSTEMS TECHNOLOGY, INC.





# *The* **RoadRunner** <sup>TM</sup>

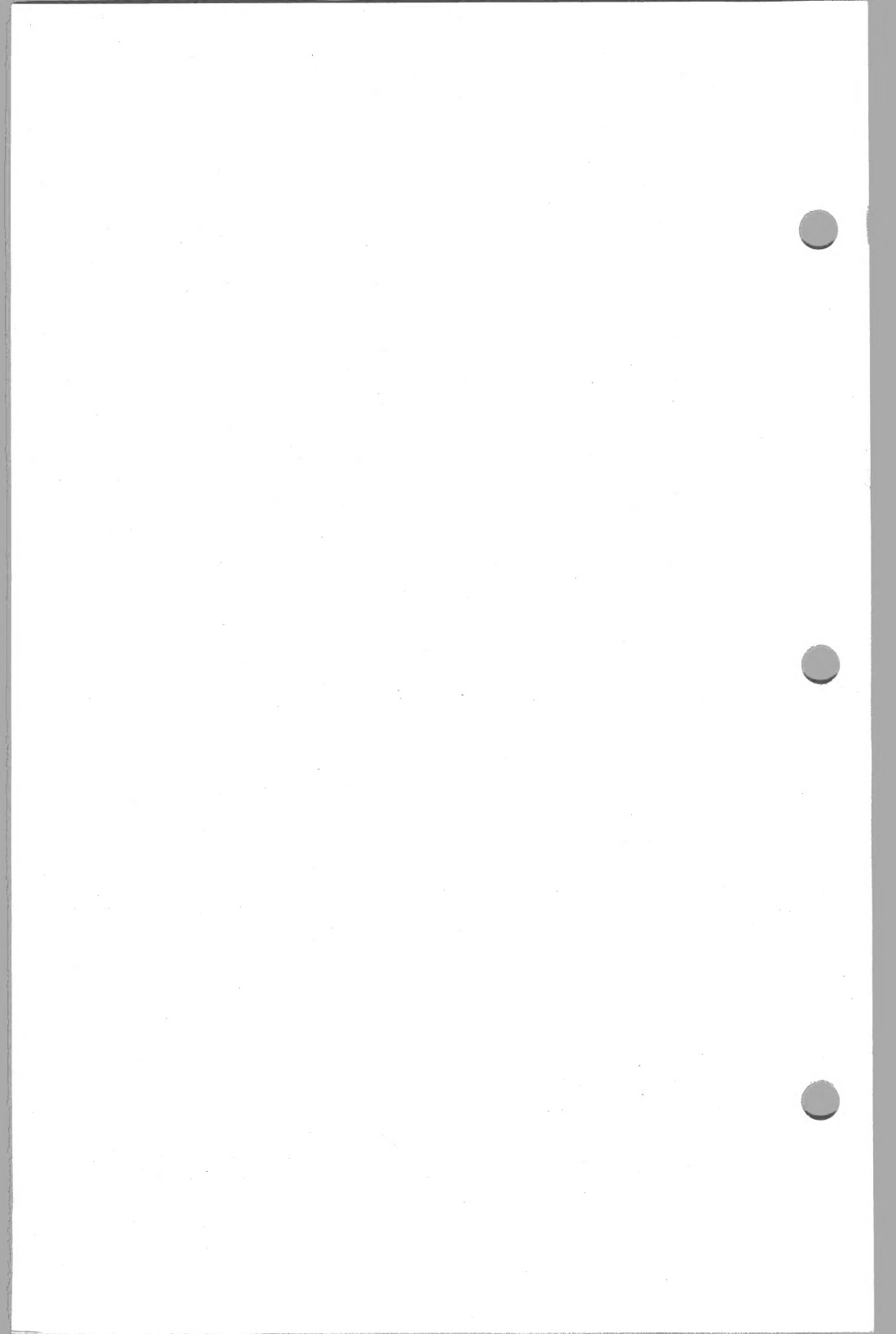
**PORTABLE COMPUTER**

**User's Guide**

**May, 1984**

**MICRO  
OFFICE**  
SYSTEMS TECHNOLOGY, INC.







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## Preface

This User's Guide for The RoadRunner<sup>(tm)</sup> Portable Computer contains detailed instructions for Operation of The RoadRunner, as well as information required for its Care and Handling.

Chapter 1, Introduction, provides the general information pertaining to initializing the unit and insertion of the Cartridges.

The remaining chapters discuss in detail each of the functions of The RoadRunner<sup>TM</sup>.

Appendices A through G provide additional information regarding details of The RoadRunner.





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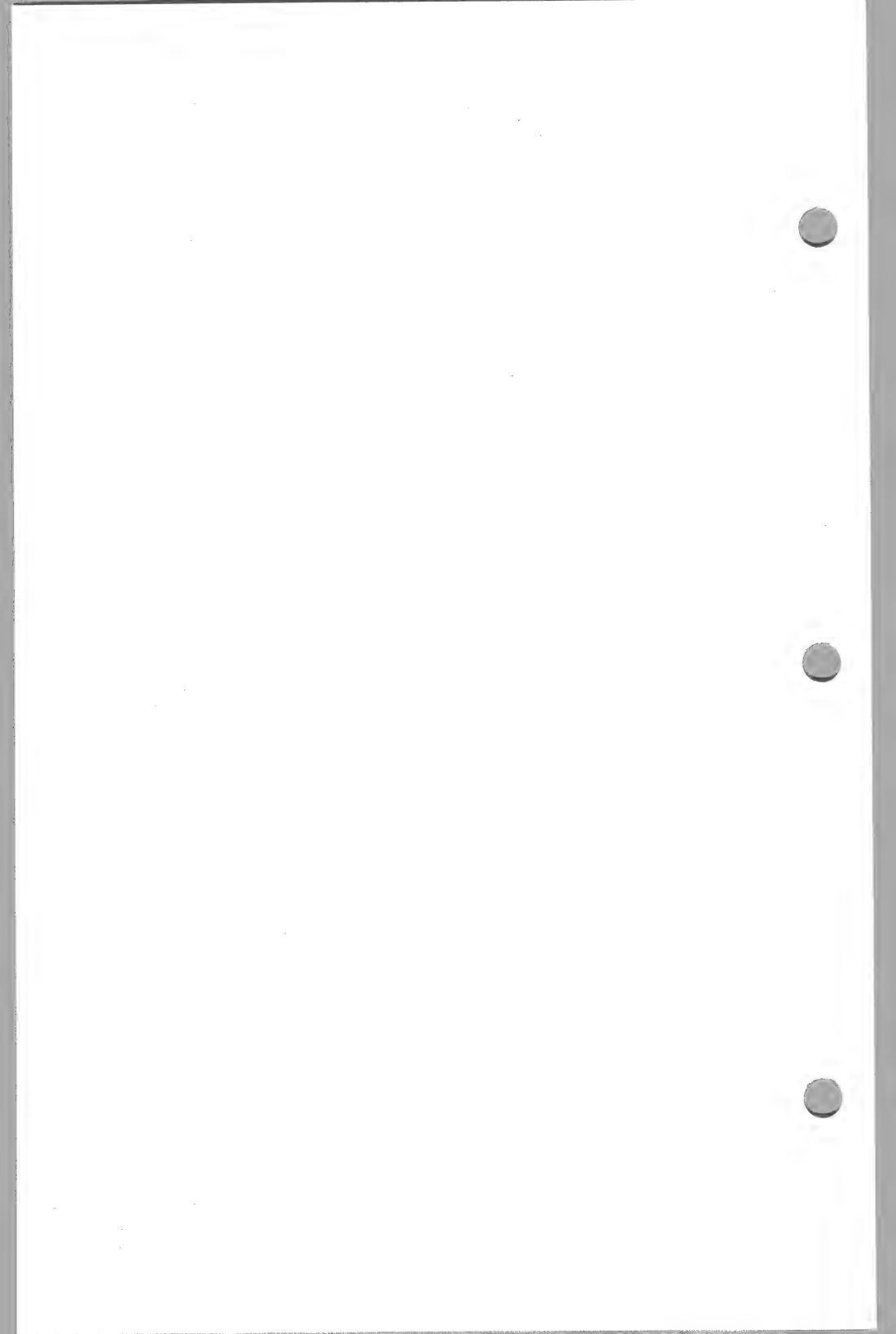
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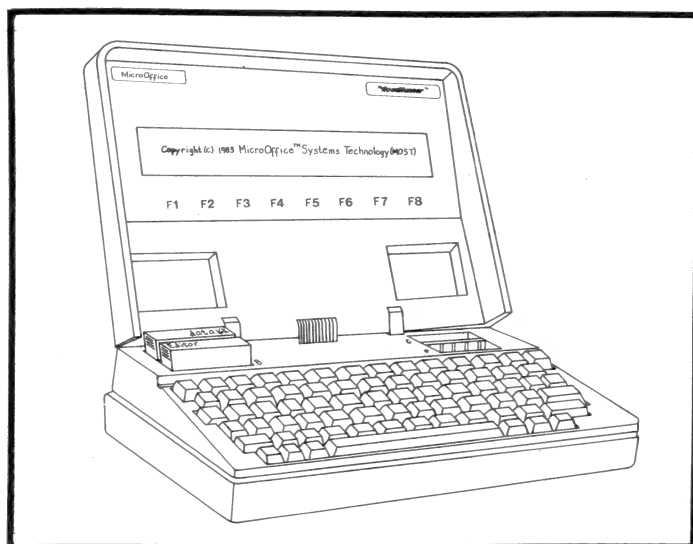
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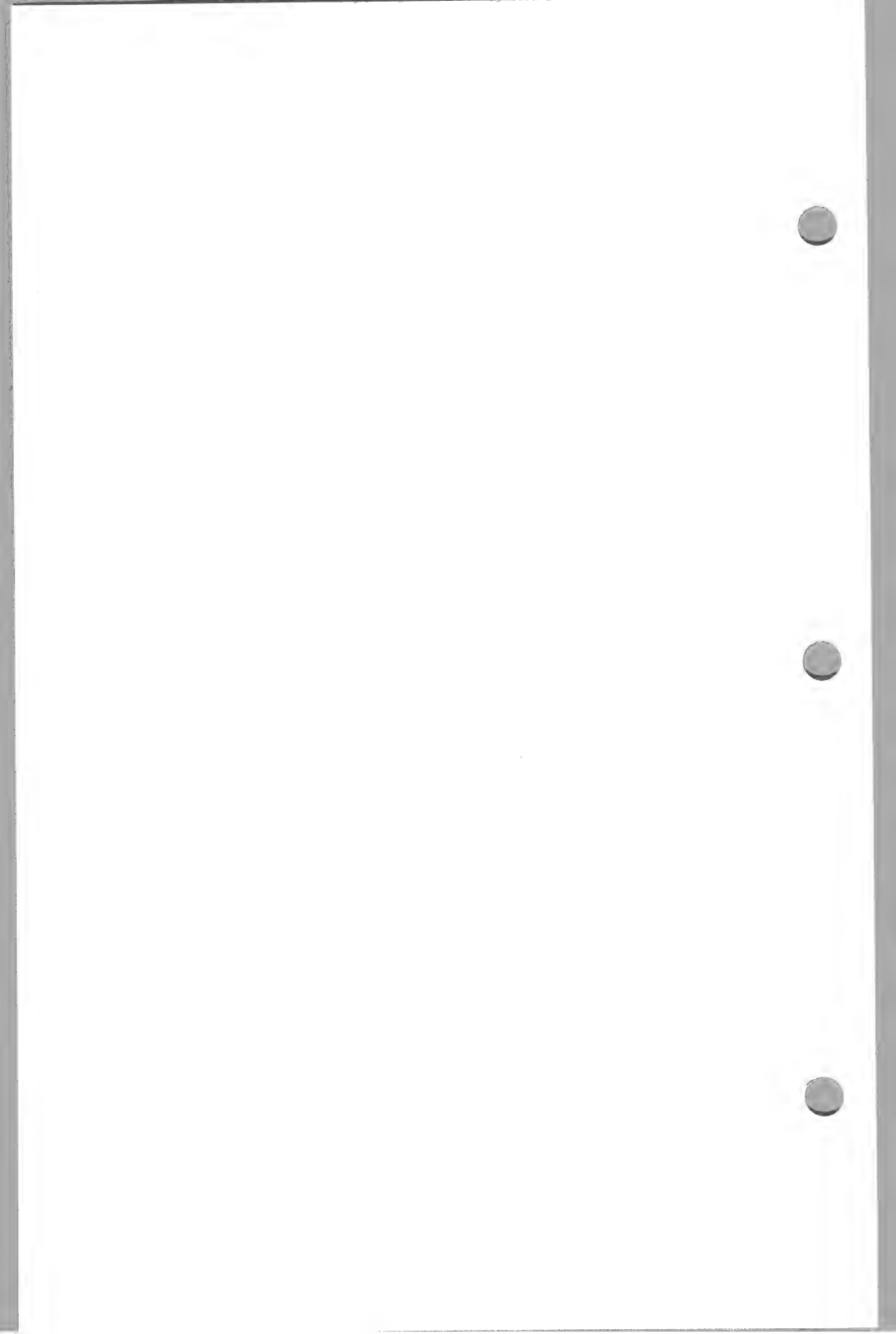
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## Introduction





# 1. Introduction

## 1.1 Setup and Operation

### *Package Contents*

In addition to The RoadRunner, the following items are included:

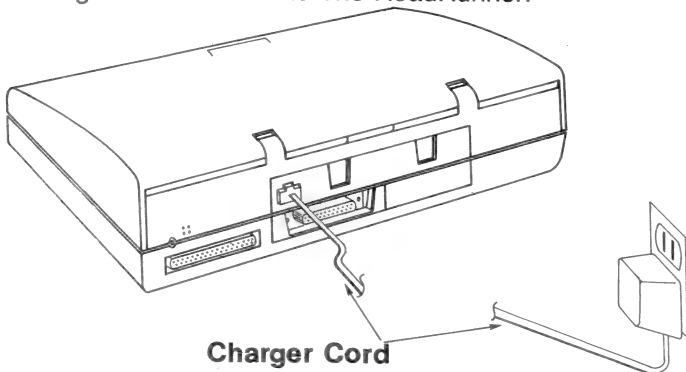
- Rechargeable battery pack (installed),
- Charger
- 16K Data Cartridge (not installed),
- EDITOR(tm) Program Cartridge (not installed),
- User's Guide for The RoadRunner Portable Computer.
- RS232 Serial Interface Module

Optional items may include:

- Modem Module
- Additional Data Cartridges
- BASIC Program Cartridge and User's Guide
- SUPERCALC Program Cartridge and User's Guide

Before operating The RoadRunner, connect the charger in accordance with the steps below. Refer to Figure 1-1.

- Plug one end of the charger into a 110 v wall outlet.
- Plug the other end into The RoadRunner.



**Figure 1-1. Connecting the Charger.**

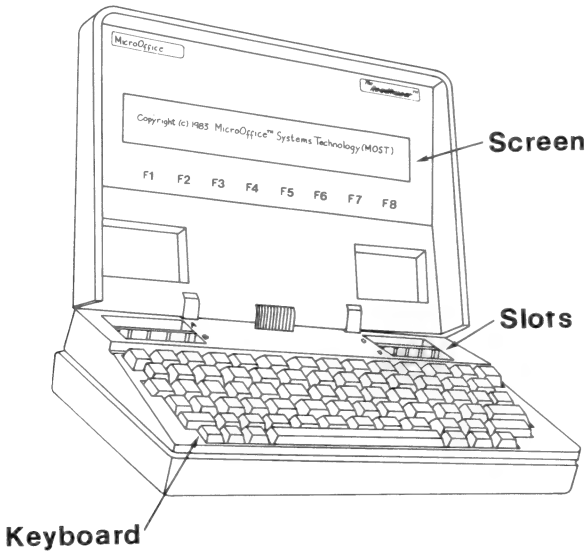
# INTRODUCTION

## Setup and Operation

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After the charger has been connected, open the cover of The RoadRunner. As you open it, The RoadRunner will “beep” to tell you it’s functioning properly.

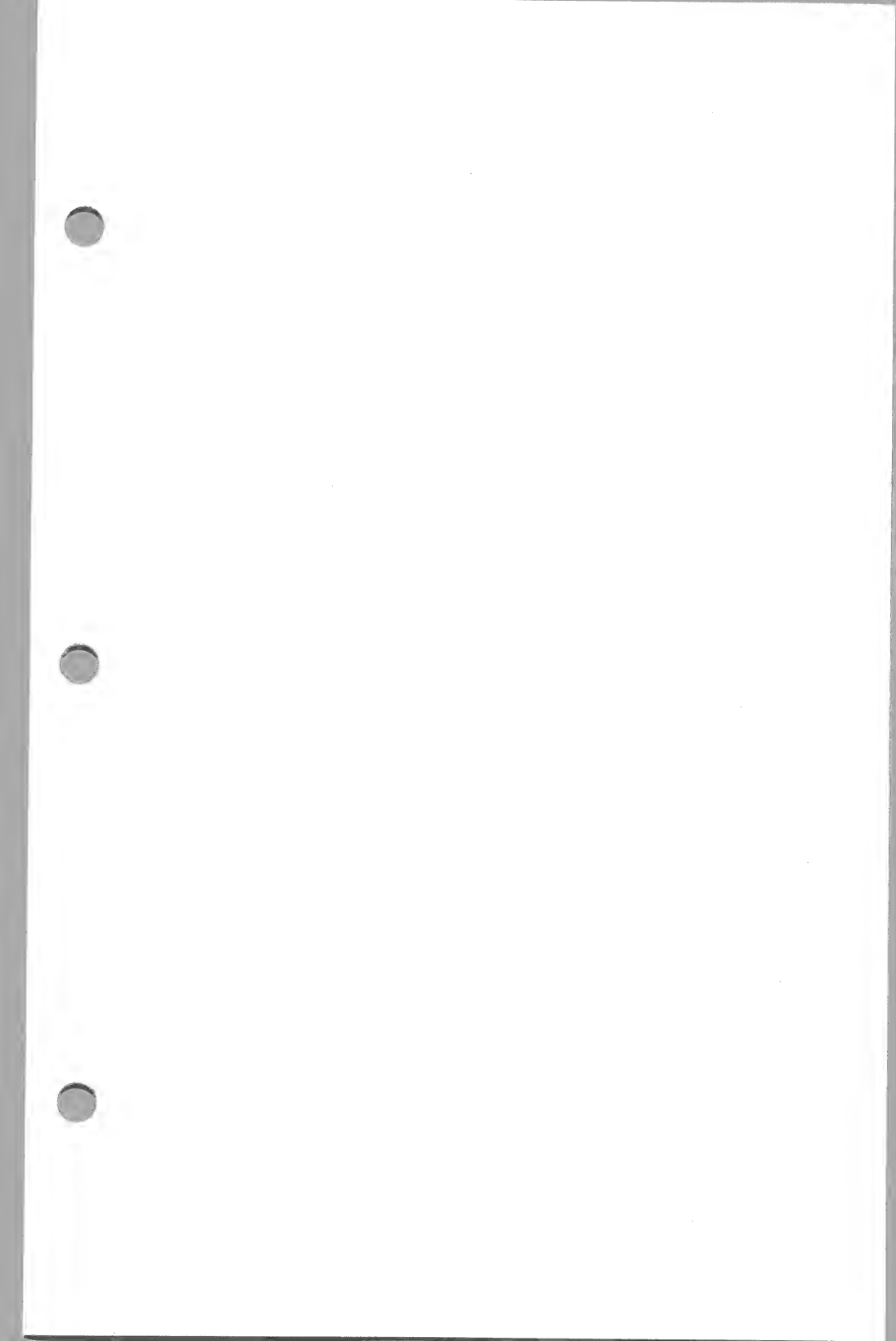
The display screen, as you can see, is located on the inside of the cover and the keyboard and cartridge slots are located in the base of the unit. Refer to Figure 1-2.



**Figure 1-2. The RoadRunner, Cover Opened.**

### NOTE

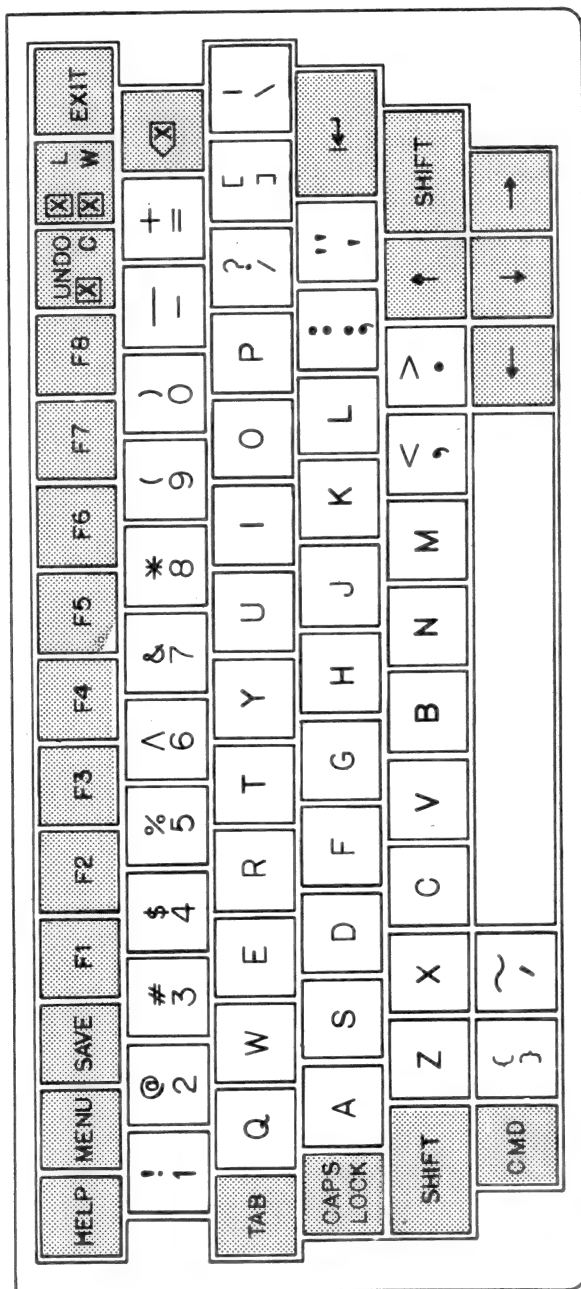
If there was no beep, or if there’s nothing on your display screen, check that the charger is properly connected to a “live” socket. Then press the Reset button on the back of The RoadRunner.





## INTRODUCTION

## The Keyboard



**Figure 1-3. The Keyboard**

### 1.2 The Keyboard

The RoadRunner keyboard, as shown in Figure 1-3, has two different groups of keys: Standard typewriter keys, which are light-colored and the keys that perform special functions which are dark-colored.

The standard typewriter keys produce alpha or numeric characters or blank spaces. The keys which provide special functions are described below.

**CAPS  
LOCK**

The CAPS LOCK key affects only the alpha characters. When depressed and latched, all letters are upper case and when pressed and released, all letters are lower case.

**SHIFT**

There are two SHIFT keys, one on each side of the keyboard. They operate in the same manner on The RoadRunner as on a standard typewriter and can also be used with the Arrow keys to control special movement of the cursor.

**CMD**

The COMMAND key (also called Control) produces special "instructions" when operating in certain programs (i.e., BASIC, EDITOR). This key (as with SHIFT) is used in combination with other keys to produce the special functions.

**TAB**

The TAB key moves the cursor to the next tab stop just as on a typewriter. The tab stops are preset in the UTILITY program to every eighth column but can be reset using the UTILITY/SETUP function to a value from 4 to 16 spaces.

# INTRODUCTION

## The Keyboard

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### HELP

When pressed, Help messages are displayed, if available. If there is no Help at the point at which the key is pressed, a message is displayed reading "Sorry, Help not available here - press a key to continue:"

### MENU

The MENU key normally calls a menu to the screen when one is not automatically displayed.

When MENU is used with SHIFT (in the EDITOR program), all tabs and carriage returns are displayed.

### ESC or SAVE

This key provides the ESCape function required when using the BASIC program and Super Calc.

### F1 F2 F3 F4 F5 F6 F7 F8

These eight function keys are used to select program functions from the different menus displayed.

### UNDO xC

When pressed without SHIFT, xC deletes the character on which the cursor is positioned. When used with SHIFT, (UNDO) this key will "re-insert" the last deletion.

### xL xW

Without SHIFT, this key will delete the word in which the cursor is positioned. With SHIFT, this key (xL) deletes the entire line in which the cursor is positioned.

# INTRODUCTION

## The Keyboard

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When pressed, this key will cause The RoadRunner to leave the present menu and return to the next level menu.



This key will backspace and erase one character each time it is pressed until the cursor reaches the left margin.



When pressed, the Return key will end the line in which the cursor is positioned and advance the cursor to the next line. This key is also used as an "ENTER" or "CONTINUE" key by many programs.

These are the Arrow or Cursor keys. Generally, they are used in the EDITOR program to move the cursor around the document. They are also used to select a filename from the Directory and, in the ADDRESS and SCHEDULE programs, these keys are used to position the cursor on a character or word that is to be deleted.

When used with SHIFT (in the EDITOR program), the cursor is moved up or down one screen (seven lines) or left or right one word, depending on the arrow key that is pressed.

When used with CMD (in EDITOR and SCHEDULE), the cursor is moved to the top or bottom of the document, or (in EDITOR only) to the right or left margin.



# INTRODUCTION

## The Screen

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### 1.3 The Screen

When you first open The RoadRunner, the screen displays the copyright notice followed by the partial MAIN Menu. The full MAIN Menu as shown in Screen 1-1 is displayed once you have set the current date and time as described below.

First, you must format the internal storage unit designated F. Formatting is a procedure required to prepare a data storage unit for use. Proceed as follows:

- Press **[F2]** for UTILITY.
- Press **[F6]** for FORMAT.
- Press **[F1]** for the FORMAT sub-function.

The screen displays "Enter unit:\_\_\_.

- Type in the letter F.
- Press Return **[↵]**.

The screen will display the message "successful - press a key to continue."

- Press **[EXIT]** twice to return to the MAIN Menu.

Next, to set the current date and time, proceed as follows:

- Press **[F3]** for SCHEDULE.
- Press **[F6]** for the SET-TIME function.

The calendar is now displayed with one of the days enclosed in a bracket.

- Use SHIFT/DOWN or UP ARROW keys to move the bracket to the correct month.
- Use the ARROW keys alone to move the bracket to the correct day.

# INTRODUCTION

## The Screen

- Press Return .
- Type in the current time in military format (00:00 to 23:59).  
For example, for 1 pm, type 13:00)
- Press Return .

The SCHEDULE Menu is now displayed.

- Press .

The full MAIN Menu is displayed as shown in Screen 1-1 with the current date and time on the left and the calendar with the present date enclosed, on the right.

MicroOffice RoadRunner	MAIN Menu (0.nn)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
16-Mar-1984 10:00.37						1	2	3
	M	4	5	6	7	8	8	10
	a	11	12	13	14	15	[16]	17
Press corresponding function key	r	18	19	20	21	22	23	24
to select a program		25	26	27	28	29	30	31
ADDRESS	UTILITY	SCHEDULE	TERMINAL					
F1	F2	F3	F4	F5	F6	F7	F8	

### Screen 1-1. The MAIN Menu

The top line of the screen displays the product and Menu name and the current software Revision number.

The bottom line of the screen is the menu line. The names displayed here are the application programs, or functions within a program, which are selectable using the corresponding Function keys (F1 through F8) on the top row of the keyboard. The items displayed on Screen 1-1 above are the application programs available with no external program cartridges inserted in any of the slots. When additional program cartridges are inserted, such as EDITOR, BASIC, SUPERCALC, etc the names for these applications will also be displayed in the menu line of the MAIN Menu.

# INTRODUCTION

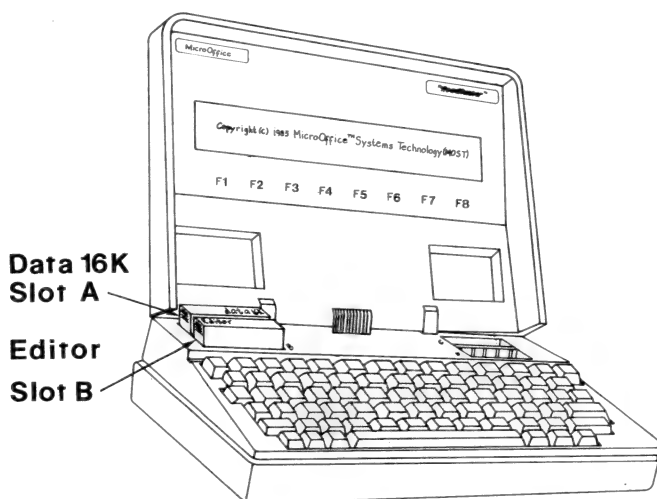
## Cartridges

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### 1.4 Cartridges

The cartridges received with The RoadRunner are to be inserted into the slots. Normally, they can be inserted in any of the slots, however, for instructional purposes, be sure they are inserted in the locations as shown in Figure 1-4.

- Insert the Data 16K Cartridge in slot A.
- Insert the EDITOR program cartridge in slot B.



**Figure 1-4. The RoadRunner with Cartridges Inserted.**

# INTRODUCTION

## Cartridges

### CAUTION

Be careful to insert the cartridge properly. If the notch on the bottom of the cartridge is facing the BACK of The RoadRunner, the cartridge is in correctly. IMPROPER INSERTION OF A DATA CARTRIDGE WILL CAUSE ALL DATA ON THE CARTRIDGE TO BE LOST.

### *Formatting a Data Cartridge*

New Data Cartridges contain extraneous information which must be erased before they can be used. This procedure of erasing the cartridge is called formatting.

The data cartridge you inserted in slot A must be formatted (as you did with unit F). The procedure is as follows:

- Begin at the MAIN Menu,
- Press **F3** to select the UTILITY Menu which should be displayed on your RoadRunner as shown in Screen 1-2.

MicroOffice RoadRunner				UTILITY Menu		(UTIL 0.nn)	
Select a function or press EXIT_							
DIRECTORY	DELETE	RENAME	SETUP	COPY	FORMAT	PRINT	DISPLAY
F1	F2	F3	F4	F5	F6	F7	F8

**Screen 1-2. The UTILITY Menu**



# INTRODUCTION

## Cartridges

---

- Press **F6** to select the FORMAT function.
- Press **F1** for the Format option.

The screen will display the prompt: "Enter unit: \_\_".

- Type in the letter A for the data cartridge in slot A . The display is as shown in Screen 1-3.

MicroOffice RoadRunner	FORMAT Function	(UTIL 0.nn)					
Enter unit: A							
Warning...All data on the cartridge will be destroyed!							
Enter cartridge Label, press RETURN, or press EXIT to quit_							
F1	F2	F3	F4	F5	F6	F7	F8

### Screen 1-3. Formatting a Data Cartridge

- Press Return to continue with the formatting procedure. The message: "successful - press a key to continue" is displayed.

This means that the Data Cartridge in slot A is now ready to be used for files.

- Press **EXIT** to return to the UTILITY Menu.
- Press **EXIT** once again to return to the MAIN Menu.

# INTRODUCTION

## Cartridges

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### ***Insertion and Removal of Cartridges***

To insert a cartridge, place it in the slot and press firmly down. To remove a cartridge, pull it up and out of the slot. If a cartridge should be difficult to remove, move it from side to side several times.

### ***Cartridge Location***

The slots, as you can see on your RoadRunner, are labeled A, B, C, and D. Whenever The RoadRunner prompts you with "Enter unit", you must enter one of the letters, A through D, or F for the internal cartridge. For example, with the cartridges inserted as shown in Figure 1-4, the Data 16K Cartridge is located in slot A. In this case, when prompted for "Enter unit", you will type A.

### ***Program Cartridges***

Program cartridges are those which provide The RoadRunner with its special applications. The EDITOR cartridge for example, which you inserted in slot B, is a program cartridge which enables The RoadRunner to provide word processing. BASIC and SUPERCALC are other program cartridges which can operate on The RoadRunner. All application programs are provided on ROM (Read Only Memory) cartridges which cannot be overwritten, changed, or erased.

### ***Data Cartridges***

The cartridges, such as the Data 16k inserted in slot A, are provided for your files. They are RAM (Random Access Memory) cartridges which can be erased, changed, or overwritten. These cartridges can hold varying amounts of data (8K, 16K, 32K, and 64K). The size of a cartridge is shown on its label. Your 16K cartridge, for example, can hold up to 16,000 characters (numbers or letters) which is about ten typewritten pages. Maximum of 31 files per cartridge are allowed.

### ***Filenames***

Filenames are discussed in detail in Appendix C, paragraph C.2.

# INTRODUCTION

## Care and Handling

---

### *Internal Cartridge F*

There is an internal "cartridge" (labeled F) in The RoadRunner which is used specifically for ADDRESS, SCHEDULE, and Setcomm files. It operates in the same manner as the external Data Cartridge with the exception that it cannot be removed.

## 1.5 Care and Handling

### *Travel*

When traveling:

- Disconnect the charger and any accessory cables. A connector can break off or damage internal parts if it's struck sharply.
- Remove all cartridges from the slots.

### *Changing the Battery Pack*

When it is necessary to change the battery pack, proceed as follows:

- Remove all cartridges from the slots.
- Close The RoadRunner and wait for the unit to automatically shut off (approximately 30 seconds).
- Remove the battery pack from The RoadRunner by pulling it straight out of the back.

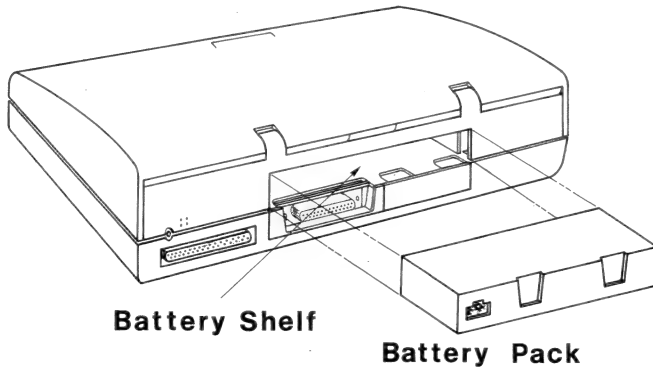
The shelf on which the battery pack rests is now visible. (Refer to Figure 1-5.)

## INTRODUCTION

### Care and Handling

---

- Insert the new battery pack as shown in Figure 1-5.



**Figure 1-5. Installing the Battery Pack**

The battery pack has a guide on the bottom side to prevent it from being inserted up side down or backwards.

#### CAUTION

1. There is sufficient power in The RoadRunner to keep it working for a few minutes while changing batteries. However, to protect the internal ADDRESS, SCHEDULE, and SetComm files, DO NOT leave the battery pack removed for longer than 10 minutes.
2. CLOSE the unit whenever you are changing the battery pack, modem, or RS-232 Serial Interface Module.

# INTRODUCTION

## Care and Handling

---

### ***Charging the Battery***

The RoadRunner is shipped with a rechargeable battery pack. Under normal operating conditions, the battery pack will provide about eight hours of operation before requiring recharging. When the battery is low, The RoadRunner will beep.

#### NOTE

When The RoadRunner beeps, press **HELP**. The message "Batteries are low-check the battery pack" will be displayed.

To charge the battery pack, you should close the unit and connect the charger. If the charger is connected to the battery pack while you are operating The RoadRunner, the battery pack will not be charged.

It is advisable to carry a spare battery in order to be able to recharge one that's low and still operate The RoadRunner. To completely charge the battery requires about 10 hrs.

### ***Interchanging the RS-232 Serial Interface and the Modem Module***

The RoadRunner is shipped with the RS-232 Serial Interface Module installed in the unit and the Modem (if purchased) packaged separately. Both modules are inserted in the same location in The RoadRunner.

To install the Modem:

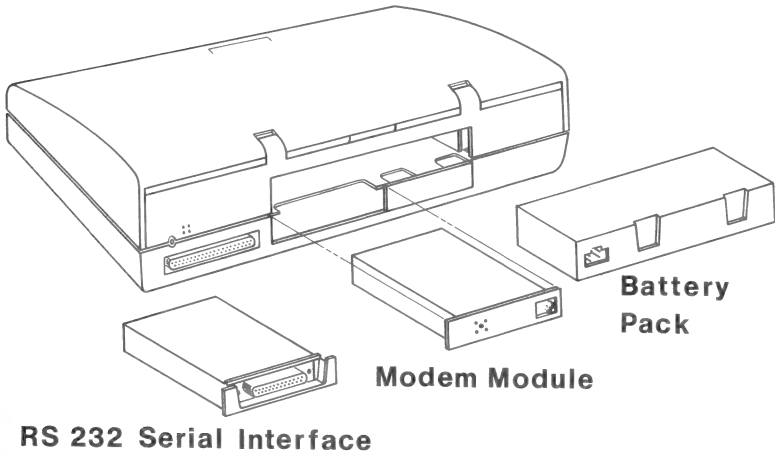
- Remove all cartridges and close the unit. Wait 15 seconds for shut-off.
- Remove the battery pack first and then pull the RS-232 module straight out of the unit.
- Insert the Modem module in the same location (see Figure 1-6) and press firmly into the connector. Additional information pertaining to use of the modem is contained in Chapter 6.

## INTRODUCTION

### Care and Handling

---

- Insert the battery pack as shown in Figure 1-5.



**Figure 1-6. Inserting the Modem Module.**

#### ***Additional Caution Notes***

**Avoid Extreme Temperatures** - Both sub-freezing and extremely hot temperatures can damage components and shorten the life of batteries and data cartridges.

**At constant room temperatures**, data cartridges will last about five years. This life expectancy decreases rapidly at higher temperatures.

**Protect the Screen** - The flexible plastic screen in The RoadRunner provides better impact resistance than glass. It should not, however, be poked with any sharp objects.

**Opened areas** - Keep all foreign objects out of cartridge slots and the spaces between the keys.



# INTRODUCTION

## General Specifications

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### 1.6 General Specifications

SIZE:	3"H x 11"W x 7.8"D (74mmH x 285mmW x 200mmD)
WEIGHT:	5 lbs (2.3 Kg)
POWER:	6 VDC Ni-Cad, Rechargeable, removable battery pack provides 8 hours' operation per charge.  Data cartridges are self-powered, minimum life 5 years.
TYPICAL OPERATING TEMPERATURE RANGE:	0 Degrees C to 40 Degrees C
HUMIDITY:	92% (Non Condensing)
PROCESSOR:	NSC800 (Z80 TYPE), 2.5 MHz
MEMORY:	
INTERNAL:	ROM - 16K bytes. RAM - 48K bytes (transient program area).
EXTERNAL:	RAM - Up to 256K bytes.
KEYBOARD:	73-key, DIN specification standard typewriter layout; includes 12 function keys.
DISPLAY:	8 lines by 80 character liquid crystal, 64 by 480 dot matrix with 255 displayable ASCII characters.

# INTRODUCTION

## General Specifications

---

**MEDIA STORAGE:** Up to four cartridges can be inserted and used simultaneously. Data cartridge sizes: 16K, 32K, and 64K.

### APPLICATIONS SOFTWARE

**BUILT-IN:** ADDRESS, SCHEDULE, TERMINAL EMULATION (DEC VT100)

**EXTERNAL PROGRAM CARTRIDGES:** EDITOR, MicroSoft<sup>(tm)</sup> BASIC, Sorcim<sup>®</sup> SuperCalc<sup>®</sup>

**COMMUNICATIONS:** RS-232 Serial Interface Module for use with an external modem or printer, or 300 baud asynchronous modem module. Auto dial capability.

**OTHER PERIPHERAL INTERFACES:** 37-pin parallel bus extender



MicroOffice RoadRunner	MAIN Menu (00.nn)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
16-Mar-1984 10:00.37						1	2	3
	M	4	5	6	7	8	8	10
	a	11	12	13	14	15	16	17
Press corresponding function key	r	18	19	20	21	22	23	24
to select a program._		25	26	27	28	29	30	31
EDITOR	ADDRESS	UTILITY	SCHEDULE	TERMINAL				
F1	F2	F3	F4	F5	F6	F7	F8	

## The MAIN Menu



## 2. The MAIN Menu

### 2.1 Description of Programs

Whenever you open The RoadRunner (after the date and time have been set), the copyright notice is displayed followed immediately by the MAIN Menu. The items displayed on the bottom line of the screen are the application programs available for selection. With the date and time set as described in Chapter 1, paragraph 1.3 and the cartridges inserted as instructed in Chapter 1, paragraph 1.4, the MAIN Menu display is as shown in Screen 2-1.

MicroOffice RoadRunner	MAIN Menu (00.nn)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
16-Mar-1984 10:00.37						1	2	3
	M	4	5	6	7	8	8	10
	a	11	12	13	14	15	16	17
Press corresponding function key	r	18	19	20	21	22	23	24
to select a program._		25	26	27	28	29	30	31
EDITOR	ADDRESS	UTILITY	SCHEDULE	TERMINAL				
F1	F2	F3	F4	F5	F6	F7	F8	

**Screen 2-1. The MAIN Menu**

The functions shown on the menu line are used as follows:

- |         |   |
|---------|---|
| EDITOR  | For creating and revising reports, memos, and other documents.  |
| ADDRESS | This is your address and telephone book. Entries are stored alphabetically in the internal cartridge or in a specified external cartridge.                          |
| UTILITY | Handles cartridge and file-related functions such as renaming, deleting, and copying files and enables setting the parameters for modem communication and printing. |



# THE MAIN MENU

## Selecting a Program

---

SCHEDULE	Keeps all your appointments in order by date and time. You can also set alarms for special reminders.
TERMINAL	Enables files to be transmitted or received using a modem. Also allows use of The RoadRunner as a remote terminal to other computers, data bases, etc.

## 2.2 Selecting a Program

To select any of the programs from the MAIN menu, simply press the corresponding function key (F1 through F8) on the top row of the keyboard. If more than 8 programs are available, use the right or left Arrow keys to display them.

As you can see in Screen 2-1, five programs are displayed. Let's select EDITOR.

- Press **[F1]**, since EDITOR is displayed above the F1 label.

The MAIN Menu disappears and the EDITOR Menu (as indicated in the upper right corner of the screen) is now displayed. Screen 2-2 shows the EDITOR Menu as it appears on your RoadRunner.

MicroOffice RoadRunner					EDITOR Menu (EDIT 0.nn)		
Select a function or press EXIT_							
EDIT	CREATE	RECALL	STORE	MERGE	SEARCH	DELETE	DIRECTORY
F1	F2	F3	F4	F5	F6	F7	F8

Screen 2-2. The EDITOR Menu

# THE MAIN MENU

## Summary

---

The EDITOR functions shown on the menu line will be fully discussed in Chapter 7.

Now, to return to the MAIN Menu, press the **EXIT** key on the top row, right side of the keyboard. The EDITOR Menu disappears and the MAIN Menu returns.

To select a function at any time, press its corresponding function key, just as you pressed **F1** for EDITOR. And to return to the initial menu, press **EXIT**.

## 2.3 Summary of MAIN Menu Functions

The following table summarizes the programs included with The Road-Runner. The optional programs available are described in Appendix A.

### ADDRESS

**PURPOSE:** This program is your "telephone book". It will store name, address, and two phone numbers. Entries are stored alphabetically.

Eighty Five characters on two lines is allotted for name, address, and company name entries and 24 characters are allotted for each phone number.

### UTILITY

**PURPOSE:** This program controls all operations pertaining to cartridge and file handling and communications setup. Eight primary functions are available:

DIRECTORY	COPY
DELETE	FORMAT
RENAME	DISPLAY
SETUP	PRINT

# THE MAIN MENU

## Summary

---

### SCHEDULE

**PURPOSE:** This program keeps your appointments in order by date and time and permits you to set alarms for special reminders.

Using GLANCE you can display all your appointments for a specified day or week.

### TERMINAL

**PURPOSE:** This program permits The RoadRunner to transmit and receive files using the modem. It allows use of The RoadRunner as a terminal and supports the VT100 Control Functions as listed in Appendix D.

### EDITOR

**PURPOSE:** This program provides text editing for writing reports, memos, and other documents.

MicroOffice RoadRunner File is: F:ADDRESS.MEM. ADDRESS Menu (ADDR 0.nn)

16-Mar-1984 10:00.37

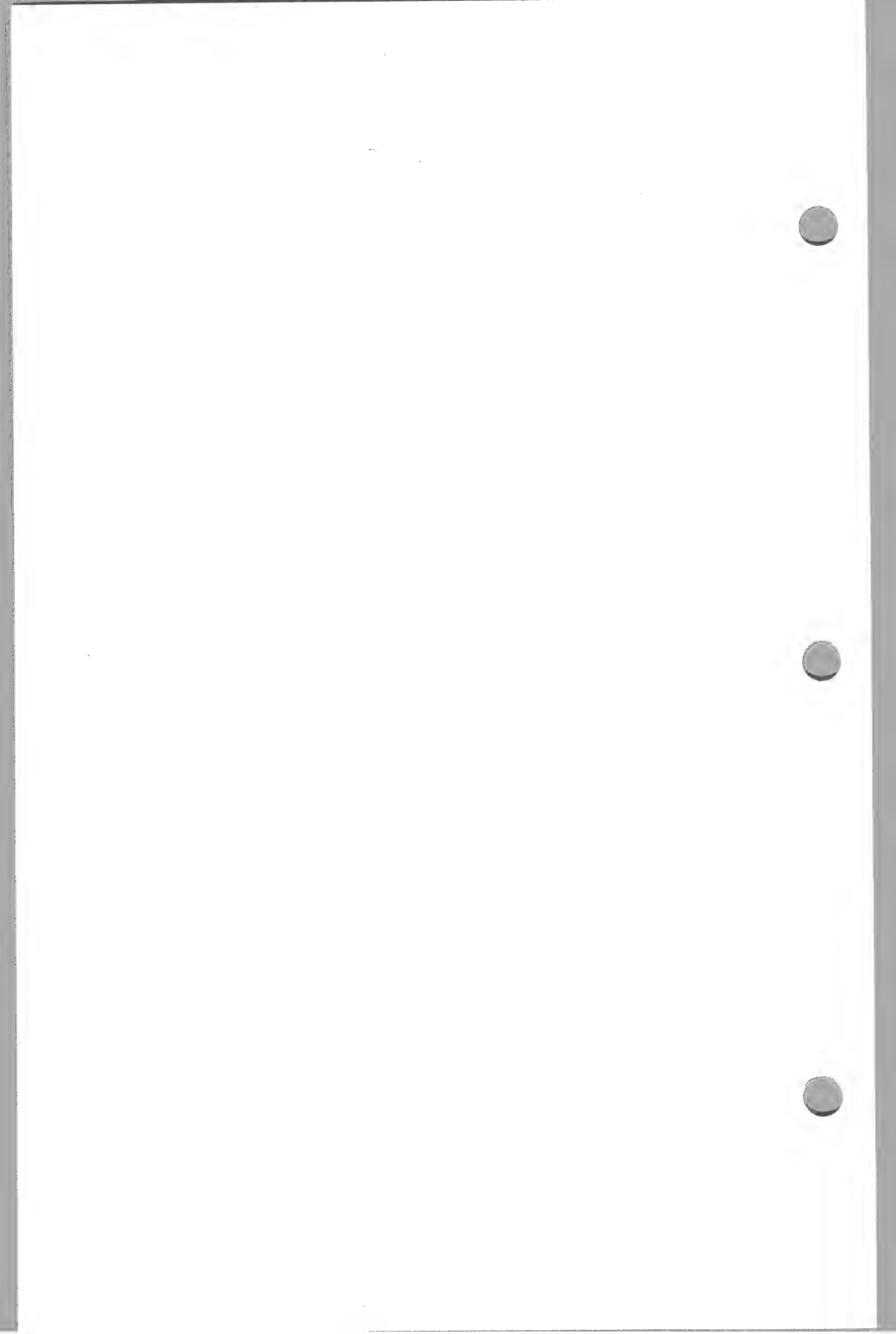
Name: Johnson Tom TSI, Inc  
: 6501 Maple St. Charleston, S.C.

Office: 555-555-6666  
Home: 555-555-1754

INSERT	CHANGE	DELETE	SEARCH	DIAL	ADDRESS-FILE	PRINT	DISPLAY
--------	--------	--------	--------	------	--------------	-------	---------

F1	F2	F3	F4	F5	F6	F7	F8
----	----	----	----	----	----	----	----

## The ADDRESS Menu



## THE ADDRESS MENU

### Using the Address Program

## 3. The ADDRESS Menu

The ADDRESS program in The RoadRunner keeps an alphabetized listing of name, company, address, and phone numbers as in your telephone book.

The ADDRESS Menu on The RoadRunner's screen shows the Name field on the left, the Phone field on the right, and the Menu line across the bottom of the screen. At the top center of the display is "File is: F:ADDRESS.MEM" which is the default location of your address files. That is, The RoadRunner will always assume that your address files are stored on unit F, unless you select an external file.

### 3.1 Using the ADDRESS Program

To use ADDRESS, begin at the MAIN Menu.

- Press **F2** to select ADDRESS.

The RoadRunner's screen will display the ADDRESS menu as shown in Screen 3-1.

MicroOffice RoadRunner		File is: F:ADDRESS.MEM		ADDRESS Menu (ADDR. 0.nn)			
16-Mar-1984 10:00.37							
Name:		Office:					
:		Home:					
INSERT		ADDRESS-FILE					
F1	F2	F3	F4	F5	F6	F7	F8

Screen 3-1. The Initial ADDRESS Menu

# THE ADDRESS MENU

## Using the Address Program

Initially, the menu line displays only the INSERT and ADDRESS-FILE functions until the first address has been inserted.

The default storage location, mentioned above, can be changed by selecting the ADDRESS-FILE function F6 and entering the unit (external data cartridge) and filename you wish to use.

Once the first address has been entered, the full ADDRESS Menu will be displayed as shown in Screen 3-2.

MicroOffice RoadRunner		File is: F:ADDRESS.MEM.		ADDRESS Menu (ADDR 0.nn)			
16-Mar-1984 10:00.37							
Name: Johnson Tom TSI, Inc			Office: 555-555-6666				
: 6501 Maple St. Charleston, S.C.			Home: 555-555-1754				
INSERT	CHANGE	DELETE	SEARCH	DIAL	ADDRESS-FILE	PRINT	DISPLAY
F1	F2	F3	F4	F5	F6	F7	F8

**Screen 3-2. Full ADDRESS Menu**

### ***INSERTing an Address***

When the ADDRESS Menu is displayed as shown in Screen 3-1,

- Press **F1** to select the INSERT function.

The cursor is positioned in the Name field. Two lines are allowed for the Name, Company, and Address information.

- Begin by typing in the Name as shown in Screen 3-3.



# THE ADDRESS MENU

## Using the Address Program

MicroOffice RoadRunner    File is: F:ADDRESS.MEM    ADDRESS Menu (ADDR 0.nn)							
Mar-1984 10:00.37							
Name: Johnson, Tom TSI, Inc_				Office:			
:				Home:			
F1	F2	F3	F4	F5	F6	F7	F8

### Screen 3-3. Entering Name

Use last-name-first format since The RoadRunner alphabetizes the entries.

- Press Return  or  to advance to the second line of the Name field.
- Type in the company address information as shown in Screen 3-4 and press Return  or  to move to the Office phone field.

MicroOffice RoadRunner    File is: F:ADDRESS.MEM    ADDRESS Menu (ADDR 0.nn)							
16-Mar-1984 10:00.37							
Name: Johnson, Tom TSI, Inc_				Office: _			
: 6501 Maple St. Charleston, S.C.				Home:			
F1	F2	F3	F4	F5	F6	F7	F8

### Screen 3-4. Entering the Second Line of Name

## THE ADDRESS MENU

### Using the Address Program

- Type in the Office phone number (555-555-6666) and press Return  or  to move to the Home phone field.
- Type in the Home phone number (555-555-1754) and press Return  or  to complete the procedure.

The entire entry is now displayed on the full ADDRESS menu as in Screen 3-5.

MicroOffice RoadRunner		File is: F:ADDRESS.MEM		ADDRESS Menu (ADDR 0.nn)			
16-Mar-1984 10:00.37							
Name: Johnson, Tom TSI, Inc				Office: 555-555-6666			
: 6501 Maple St. Charleston, S.C.				Home: 555-555-1754			
INSERT	CHANGE	DELETE	SEARCH	DIAL	ADDRESS-FILE	PRINT DISPLAY_	
F1	F2	F3	F4	F5	F6	F7	F8

**Screen 3-5. Full ADDRESS Display**

To insert another name, address, and phone,

- Press  to select the INSERT function and repeat the procedure described.

Continue inserting the new entries listed below.

Cybertronics Distributing  
414 Gulf Way Archway, NY

Office (402)399-9992

General National, Inc

Office 555-5000

North American Electrolytics

Office 987-6543

## THE ADDRESS MENU

### Using the Address Program


---

Santini Robert  
Optics Systems Corp, Oakdale, CA      Office (259)453-2198

Wilson Bill, General National  
Chief Purchasing Agent      Office 555-5000

Vreeland Jim 4425 19th Ave Central CT      Home 123-9876

#### NOTE

When there is only one line in the Name field, or one phone entry, press Return  or **TAB** to advance to the next location. Always press Return when the entry is completed to store the information.

### DISPLAYing the List

When the addresses have been stored on your file and the full menu is displayed,

- Press **F8** to select DISPLAY.

The RoadRunner will display the Names, Addresses, and Phones in alphabetical order as shown in Screen 3-6.

Name: Cybertronics Distributing	Office: (402)399-9992
: 414 Gulf Way Archway, NY	Home:
Name: General National, Inc	Office: 555-5000
:	Home:
Name: North American Electrolytics	Office: 987-6543
:	Home:
Name: Santini Robert	Office: (259)453-2198
: Optics Systems Corp, Oakdale, CA	Home:
<b>F1</b>	<b>F2</b>
<b>F3</b>	<b>F4</b>
<b>F5</b>	<b>F6</b>
<b>F7</b>	<b>F8</b>

### Screen 3-6. Displaying the List

With the list displayed as shown above, you can use the Arrow keys to scroll through the addresses.

- Press **EXIT** now to return to the ADDRESS Menu.

## THE ADDRESS MENU

### Using the Address Program

---

#### *To CHANGE an Entry*

- Begin at the full ADDRESS Menu.
- Press **F8** to select DISPLAY.
- Position the cursor, using the arrow keys, on the entry to be changed.
- Press **MENU** and select CHANGE, or press Return **↵** and then CHANGE.

The entire entry in which the cursor was positioned is then displayed on the ADDRESS Menu.

Use the Arrow keys to position the cursor on the letter or item to be changed.

Once the selected entry is displayed on the ADDRESS Menu, use the Backspace key **<X**, Delete Character **XC**, or Delete Word **xW**, to make your changes.

- Press Return **↵** or **TAB** to advance to the next field.

#### *To DELETE a listing*

- Press **F8** to display the list of addresses.
- Locate the cursor at the appointment to be deleted and press **F3** to select DELETE.

## THE ADDRESS MENU

### Using the Address Program

The selected line will be displayed as shown in Screen 3-7.

MicroOffice RoadRunner		File is: F:ADDRESS.MEM		ADDRESS Menu (ADDR 0.nn)			
16-Mar-1984 10:00.37							
Name: Johnson, Tom TSI, Inc				Office: 555-555-6666			
: 6501 Maple St. Charleston, S.C.				Home: 555-555-1754			
YES		NO_					
F1	F2	F3	F4	F5	F6	F7	F8

#### Screen 3-7. Deleting an Entry

- Press **F1** (yes) to delete the entry.

The entry is deleted and the screen displays the ADDRESS Menu.

#### To SEARCH for an Address

- Press **F4** to select SEARCH.

The RoadRunner screen will display the message: "Enter Search String."

- Type in the string (minimum of three characters) to be located and press Return **↵**

The RoadRunner will locate the string and display the listing in which the string occurs. Press Return **↵** to display other entries (if any) which contain the search string.

If you wish to CHANGE or DELETE the listing, press the corresponding function key and refer to the procedures previously described.

# THE ADDRESS MENU

## Using the Address Program

---

### *DIALing from the ADDRESS Program*

If your RoadRunner is connected in a "Y" arrangement with its modem and a telephone both connected to the external phone line, you can use the DIAL function in the ADDRESS program as follows:

- Locate the number to be dialed and display it on the ADDRESS Menu.
- Pick up the telephone handset.
- Press **[F5]** for DIAL.

If one phone number was entered, that number is automatically dialed.

- If Home and Office numbers were entered, The RoadRunner will display the message:  
    "Which number do you want?"  
    "(1) number"  
    "(2) number"  
    "Type 1 or 2:\_"
- Type 1 or 2

The RoadRunner will automatically dial the selected phone number.

### *To PRINT your listing*

#### NOTE

The communications functions must be set for the printer prior to using the PRINT function in ADDRESS. This is done using the SETCOMM function in the UTILITY Program of The RoadRunner. (see Chapter 5.)

- Press **[F7]** for PRINT.

The current address file listing will be printed out in the format displayed when in the DISPLAY mode.

# THE ADDRESS MENU

## Using the Address Program

---

### *Using the ADDRESS-FILE Function*

The ADDRESS-FILE function (F6) is used to tell The RoadRunner to store the addresses on an external data cartridge instead of the default cartridge, which is the internal unit F.

- Press **[F6]** to select ADDRESS-FILE.

Screen will display a "Enter file (or menu for directory):-" message.

- Type in the unit and file name (for example, A:ADDRESS) and press Return **[↵]**
- After you've created a file on an external cartridge, you can access it again by pressing the **[MENU]** key. The directory of files on unit A will be displayed.
- Press SHIFT /LEFT or RIGHT Arrow keys each time you wish to go to another directory.
- To move the bracket to the correct file, use the Arrow keys alone.
- When the correct file is bracketed, press Return **[↵]**

The selected filename will now be displayed on the top center of the ADDRESS menu.

Unless changed again, all addresses inserted at this time will be stored on the specified cartridge until you EXIT from the ADDRESS Program and return to the MAIN Menu.

- Press **[EXIT]** to return to the MAIN Menu.



## THE ADDRESS MENU

### Summary

---

### 3.2 Summary of ADDRESS Functions

The following table summarizes the functions available in the ADDRESS program.

#### INSERT

**PURPOSE:** Adds a new entry to your address file.

**INPUT:** Name (last-name-first), company, address, and phone number(s).

Entries are stored alphabetically either on the internal cartridge (F), or on a cartridge specified by selection of the ADDRESS-FILE function.

#### CHANGE

**PURPOSE:** To make changes in any portion of an entry.

**INPUT:** Locate the entry to be changed and use the Edit keys (Backspace, xC, xW, and xL) to make the changes. Press Return  or  to advance to the next line in the entry.

#### DELETE

**PURPOSE:** To delete an entry from your file.


**INPUT:** Locate the entry to be deleted. Press  for DELETE and then  for YES or  for NO.

# THE ADDRESS MENU


## Summary

---


### SEARCH

- PURPOSE:** To locate a specific entry.
- INPUT:** Enter a string of at least three characters (letters or numbers) and press Return . All entries in which the string occurs will be displayed.


### DIAL

- PURPOSE:** Permits auto dialing the number displayed on the ADDRESS menu.
- INPUT:** Press  for DIAL. Select phone number 1 or 2 (if two are displayed).

### PRINT

- PURPOSE:** To provide a printout of your address file.
- INPUT:** Press  to select PRINT. The proper parameters for printing must be set in UTILITY before activating the function in the ADDRESS Menu.

### ADDRESS-FILE

- PURPOSE:** To select an external address-file from a data cartridge
- INPUT:** Select ADDRESS-FILE. Enter the Unit/Name of external cartridge and press Return .

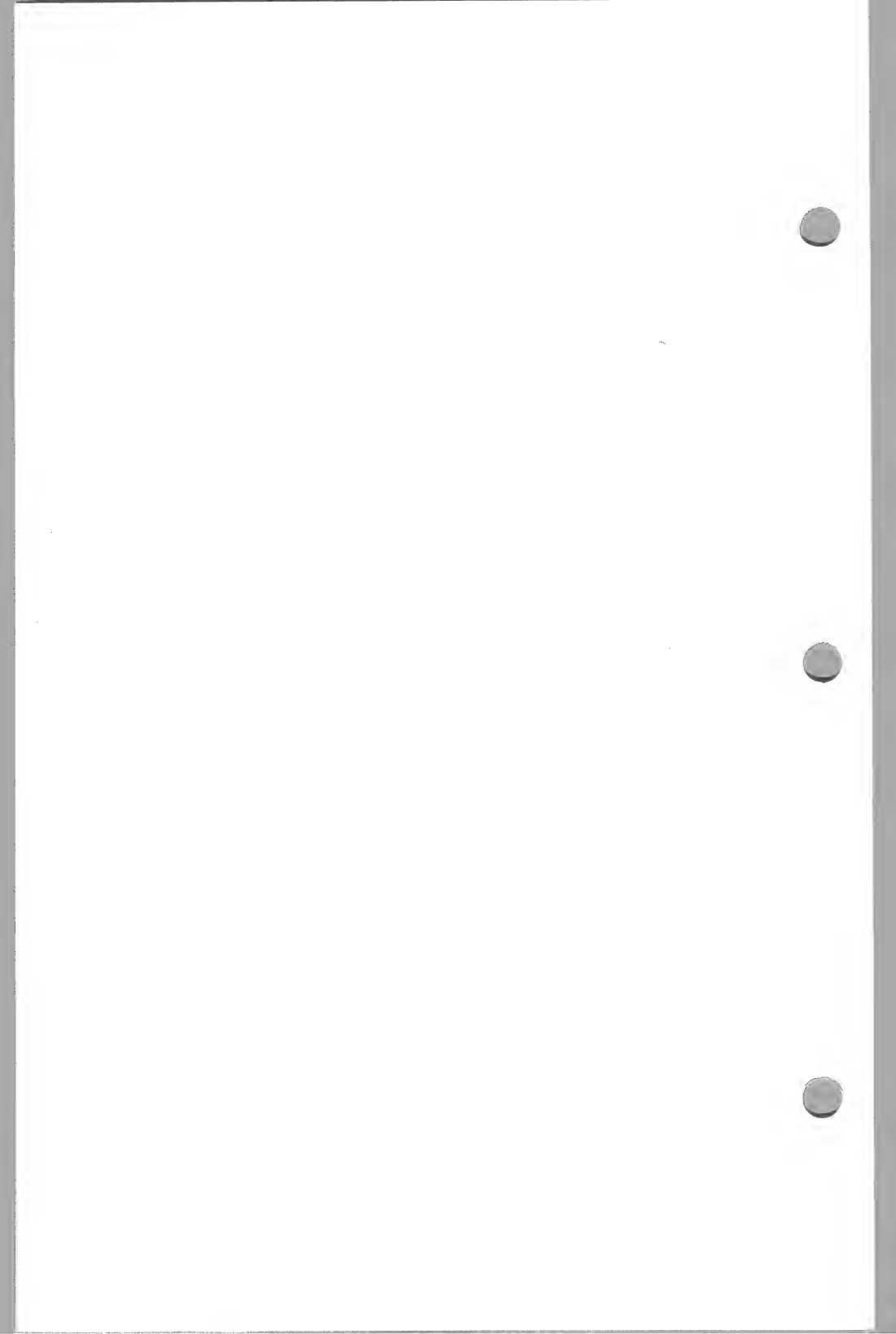
### DISPLAY

- PURPOSE:** To display the entire list of addresses for reviewing.
- INPUT:** Select DISPLAY.



MicroOffice RoadRunner		SCHEDULE Menu (0.nn)			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
										1	2	3
Current:16-Mar-1984 10:00.37					M	4	5	6	7	8	8	10
					a	11	12	13	14	15	16	17
Date: 30-Mar-84		Time: 8:30			r	18	19	20	21	22	23	24
Memo: call Jim for lunch						25	26	27	28	29[	30]	31
:												
INSERT	CHANGE	DELETE	SEARCH	GLANCE	SET-TIME_		PRINT		DISPLAY			
F1	F2	F3	F4	F5	F6	F7	F8					

## The SCHEDULE Menu



## Using the Schedule Program

The SCHEDULE program keeps all your appointments and dated notes in order by date and time.

The SCHEDULE Menu on The RoadRunner's screen, shows the current date and time, the present month's calendar and the Date, Time, and Memo entry fields.

To use SCHEDULE, begin at the MAIN Menu.

- Press **F4** to select SCHEDULE.

The RoadRunner's screen will display the partial SCHEDULE Menu as shown in Screen 4-1. Once the first appointment has been inserted, the full SCHEDULE Menu will be displayed.

### Screen 4-1. Initial Schedule Menu

### To SET the Current Time



The SET-TIME function F6 on the SCHEDULE Menu is used to set the current date and time in The RoadRunner as done in Chapter 1. If it should be necessary to set the time again, proceed as follows:

- Press **F6** for SET-TIME. The screen displays the message "Use cursor keys to set date."

## THE SCHEDULE MENU

### Using the Schedule Program

---

- Using the Arrow keys, you can move the bracket to the correct date and press Return . The cursor is now positioned in the Time field.
- Enter the correct time, in military format, in the Time field and press Return .

The date and time, as entered, is displayed on the SCHEDULE Menu and on MAIN Menu.

### ***INSERTing an appointment***

When the SCHEDULE Menu is displayed,

- Press  to select INSERT.

Note that the Alarm function is now displayed on the bottom line and the current date is shown in the Date location. The Alarm is selected when you wish to set an audible alarm for an appointment. This function is discussed later in this chapter.


The bracket cursor is positioned at the present date on the calendar.

We'll begin with a common entry - a reminder to make a phone call.

To enter a date into your schedule, use the Arrow keys to move the cursor to the desired date.

### NOTE

To advance to the next month, use SHIFT / Down Arrow Key; to move to the previous month, use SHIFT / Up Arrow Key. Use the Arrow keys alone to move the bracket.

- When the cursor is positioned at the correct date, press Return .

The date selected is now enclosed in brackets on the calendar and displayed in the "Date" location on the left side of the screen.


# THE SCHEDULE MENU

## Using the Schedule Program

Once the date has been entered, the cursor advances to the "Time" location as shown in Screen 4-2.

MicroOffice RoadRunner		SCHEDULE Menu (0.nn)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Current:16-Mar-1984 10:00.37							1	2	3
Date: 30-Mar-84		Time:_	M	4	5	6	7	8	10
Memo:		:	a	11	12	13	14	15	16
			r	18	19	20	21	22	23
				25	26	27	28	29	[30] 31
F1		F2	F3	F4	F5	F6	F7	F8	

### Screen 4-2. Date Displayed

- Type in the time you wish to make the call (i.e. 8:30) and press Return 

The time must be entered in military format (i.e. 00:00 to 23:59).

When Return is pressed, the time is displayed in the Time location and the cursor is now positioned at Memo as shown in Screen 4-3.

The text for the memo can be a maximum of 61 characters in length. Notice that keywords are displayed above the function keys which can be entered into the memo by pressing the corresponding function key rather than typing (i.e., F1 for "call").

MicroOffice RoadRunner		SCHEDULE Menu (0.nn)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Current:16-Mar-1984 10:00.37							1	2	3
Date: 30-Mar-84		Time: 08:30	M	4	5	6	7	8	10
Memo:_		:	a	11	12	13	14	15	16
			r	18	19	20	21	22	23
				25	26	27	28	29	[30] 31
call		meeting	lunch	dinner	interview	office	travel	expense	
F1		F2	F3	F4	F5	F6	F7	F8	

### Screen 4-3. Date and Time Displayed



# THE SCHEDULE MENU

## Using the Schedule Program

To type the memo:

- Press **[F1]** to enter "call".
- Type "Jim for".
- Press **[F3]** to enter "lunch".

Once all the text for the memo has been inserted,

- Press Return **[↵]** twice.

The full SCHEDULE Menu is now displayed as shown in Screen 4-4.

MicroOffice RoadRunner		SCHEDULE Menu (0.nn)		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Current: 16-Mar-1984 10:00.37									1	2 3
Date: 30-Mar-84		Time: 8:30		M	4	5	6	7	8	8 10
Memo: call Jim for lunch				a	11	12	13	14	15	16 17
				r	18	19	20	21	22	23 24
					25	26	27	28	29	[30] 31
:										
INSERT	CHANGE	DELETE	SEARCH	GLANCE	SET-TIME_	PRINT	DISPLAY			
F1	F2	F3	F4	F5	F6	F7	F8			

### Screen 4-4. Complete Entry Displayed

To insert another appointment,

- Press **[F1]** to select INSERT and repeat the procedure as described.

#### NOTE

To go to another SCHEDULE function, at any time, just press the corresponding function key.

# THE SCHEDULE MENU

## Using the Schedule Program

---

### **DISPLAYing your appointments**

Insert the appointments shown in Screen 4-5.

#### NOTE

In the appointment listed for 1-May-84, insert "Discuss new products" on the second line of the Memo field. When displayed, it will be shown on the right side of the screen.

Once the appointments have been entered, you can see a listing of your appointments in order by date and time as shown in Screen 4-5.

- Press **[F8]** to select DISPLAY.

4-Apr-84 08:30 office meeting	
4-Apr-84 12:00 lunch with John	
4-Apr-84 14:00 Meet J.R. Webster at Western Distribution	
1-May-84 09:30 Regional sales staff meeting	Discuss new products
2-May-84 12:30 Banquet for NAECS	
2-May-84 15:00 Call WRD for follow-up order	
2-May-84 16:30 shipping deadline for WRCS show display	
3-May-84 10:00 Management Meeting	

### **Screen 4-5. Displaying the List of Appointments**

Using the UP and DOWN cursor keys, your entire SCHEDULE file can be scrolled.

- Press CMD/UP arrow to move to the top of file.
- Press CMD/DOWN arrow to move to the bottom of file.
- Press **[EXIT]** to return to the SCHEDULE Menu.

# THE SCHEDULE MENU

## Using the Schedule Program

### To *CHANGE* an Appointment

- Press **[F8]** for DISPLAY.
- Using the Arrow keys, move the cursor to the appointment to be changed.
- Press **[MENU]**.
- Press **[F2]** for CHANGE.

The selected line is then displayed on the SCHEDULE Menu.

- Use the Backspace (<x), Delete Character (xC), Delete Word (xW), and the Arrow keys to make your changes in the Date, Time, or Memo. Press Return **[↵]** or **[TAB]** to advance to the next field.

### To *DELETE* an appointment from your schedule

- Press **[F8]** for DISPLAY.
- Position the cursor at the appointment to be deleted.
- Press **[F3]** for DELETE.

The selected appointment is displayed on the screen as shown in Screen 4-6.

MicroOffice RoadRunner		SCHEDULE Menu (0.nn)		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Current:16-Mar-1984 10:00.37									1	2 3
Date: 30-Mar-84		Time: 8:30		M	4	5	6	7	8	8 10
Memo: call Jim for lunch				a	11	12	13	14	15	[16] 17
:				r	18	19	20	21	22	23 24
YES_ NO					25	26	27	28	29	30 31
F1	F2	F3	F4	F5	F6	F7	F8			

Screen 4-6. Deleting an Entry

# THE SCHEDULE MENU

## Using the Schedule Program

---

YES (F1) will delete the line.  
NO (F2) will keep the line.

### **To SEARCH for an appointment**

- Press **[F4]** to select SEARCH.

Screen displays "Enter Search String:-".

- Type in the string (minimum of 3 characters), alpha or numeric to be searched for and press Return **[↵]**

The RoadRunner will locate the string and display the date, time, and memo in which the string first occurs.

- Press Return **[↵]** to display other entries (if any) in which the string occurs.

To CHANGE or DELETE the displayed appointment, press the corresponding function key and refer to the procedures previously described.

To SEARCH again, press **[F4]** and repeat the procedure above. To go into any of the other SCHEDULE functions, press the corresponding function key.

### **Setting an ALARM**

The ALARM feature is available within the INSERT and CHANGE functions. The procedure for setting the alarm is the same in the INSERT and in the CHANGE functions.

From the SCHEDULE Menu,

- Press **[F1]** to select INSERT or **[F2]** for CHANGE. An alarm can then be set.
- Press **[F1]** for ALARM.

The cursor is positioned at the present date on the calendar.

- Using the arrow keys, move the bracket on the calendar to the date (27-Mar-84) for which the alarm is to be set and press Return **[↵]**. (Use a date following your current date.)

# THE SCHEDULE MENU

## Using the Schedule Program

The date selected will be displayed ( preceded by an asterisk) in the Date location and the cursor will advance to the Time location.

- Type in the time (10:00) of the alarm using military format, and press Return

The cursor advances to the Memo location.

- Type in the reminder (Board of Directors meeting) and press Return  again.

The alarm is now set and displayed as shown in Screen 4-7.

MicroOffice RoadRunner	SCHEDULE Menu (0.nn)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Current: 16-Mar-1984 10:00.37						1	2	3
	M	4	5	6	7	8	8	10
	a	11	12	13	14	15	16	17
*Date: 27-Mar-84	r	18	19	20	21	22	23	24
Time:		25	26	[27]	28	29	30	31
Memo: Board of Directors meeting								
:								
INSERT	CHANGE	DELETE	SEARCH	GLANCE	SET-TIME	PRINT	DISPLAY	
F1	F2	F3	F4	F5	F6	F7	F8	

### Screen 4-7. Alarm Displayed

When the alarm is activated, The RoadRunner will beep.

- Press the  key.

The RoadRunner displays the following message:

"A SCHEDULE request is pending - Press a key to continue."

- Press a key to leave HELP and return to your program.

To check your alarm, EXIT to the MAIN Menu. The message, "An alarm has occurred... Press a key to continue" is displayed.

Press any key and the SCHEDULE Menu will be displayed with the alarm memo that was set.

# THE SCHEDULE MENU

## Using the Schedule Program

---

Notice that an "E"(for Expired) is now displayed where the asterisk was. You may at this point, delete the alarm from the listing by selecting DELETE, and then return to the MAIN Menu.

### NOTE

If an alarm occurs when the unit is not in use, the message "an alarm has occurred" will be displayed (following the copyright notice) when you open The RoadRunner. Select SCHEDULE. The appointment for which the alarm was set will be displayed.

### **To PRINT your schedule**

The communications functions must be set for the printer prior to using the SCHEDULE. This is done using the SETUP function (F4) in the UTILITY program of The RoadRunner. (Refer to Chapter 5.)

To PRINT your file of appointments while in the SCHEDULE program,

- Press **[F7]** for PRINT.

Your entire list of appointments will be printed out in the format shown previously in the DISPLAY function (Screen 4-5).

### **DAY-or-WEEK at a GLANCE**

In order to assist you in planning your appointments, the SCHEDULE program contains the GLANCE function, which will display only those appointments scheduled for a DAY or WEEK that you select.

- From the SCHEDULE Menu, press **[F5]** to select GLANCE.

The screen displays two sub-functions: DAY(F1) and WEEK(F2). The calendar bracket is positioned to the present date.

- Use the Arrow keys to position the bracket on the day or week for which you wish to check your appointments.
- Press **[F1]** for DAY or **[F2]** for WEEK.

## THE SCHEDULE MENU

### Summary

---

The RoadRunner will display the appointments and times already scheduled for the day or week you selected. You can scroll through the display using the cursor keys.

- To return to the SCHEDULE Menu, press **EXIT**.
- Press **EXIT** to return to the MAIN Menu.

## 4.2 Summary of SCHEDULE Functions

The following table summarizes the functions available in the SCHEDULE Program.

### INSERT

- |          |   |
|----------|---|
| PURPOSE: | Used to add an appointment to the file or to set an alarm.  |
| INPUT:   | Select INSERT (then ALARM, if desired), and enter date, time, and memo information. Press Return <b>↵</b> or <b>TAB</b> to advance to the next field and to complete the procedure. |

### CHANGE

- |          |   |
|----------|---|
| PURPOSE: | To edit an appointment in the file.   |
| INPUT:   | Select CHANGE, then use the Arrow keys, Backspace, Delete Character, Delete Word, and Delete Line keys to change the entry. Press Return <b>↵</b> or <b>TAB</b> to advance to the next field and to complete the procedure, |

# THE SCHEDULE MENU

## Summary

---

### DELETE

- PURPOSE:** To remove an appointment from the file.
- INPUT:** Locate entry from REVIEW list and press Return to display SCHEDULE Menu. Select DELETE and press **F1** (yes) to delete.

### SEARCH

- PURPOSE:** To locate an appointment in the file.
- INPUT:** Select SEARCH, then enter the string (a minimum of three characters).
- The entry containing the string will be displayed on the screen. Press Return **↵** to locate other occurrences of the selected string.

### GLANCE

- PURPOSE:** To display all your appointments for a specified DAY or WEEK.
- INPUT:** Select GLANCE and position the cursor on the day or week. Then select DAY or WEEK. The screen will display all your appointments for the selected day or week.

### SET-TIME

- PURPOSE:** To set the date and time.
- INPUT:** Select SET-TIME and enter the date and time as prompted.



# THE SCHEDULE MENU

## Summary

---

### PRINT

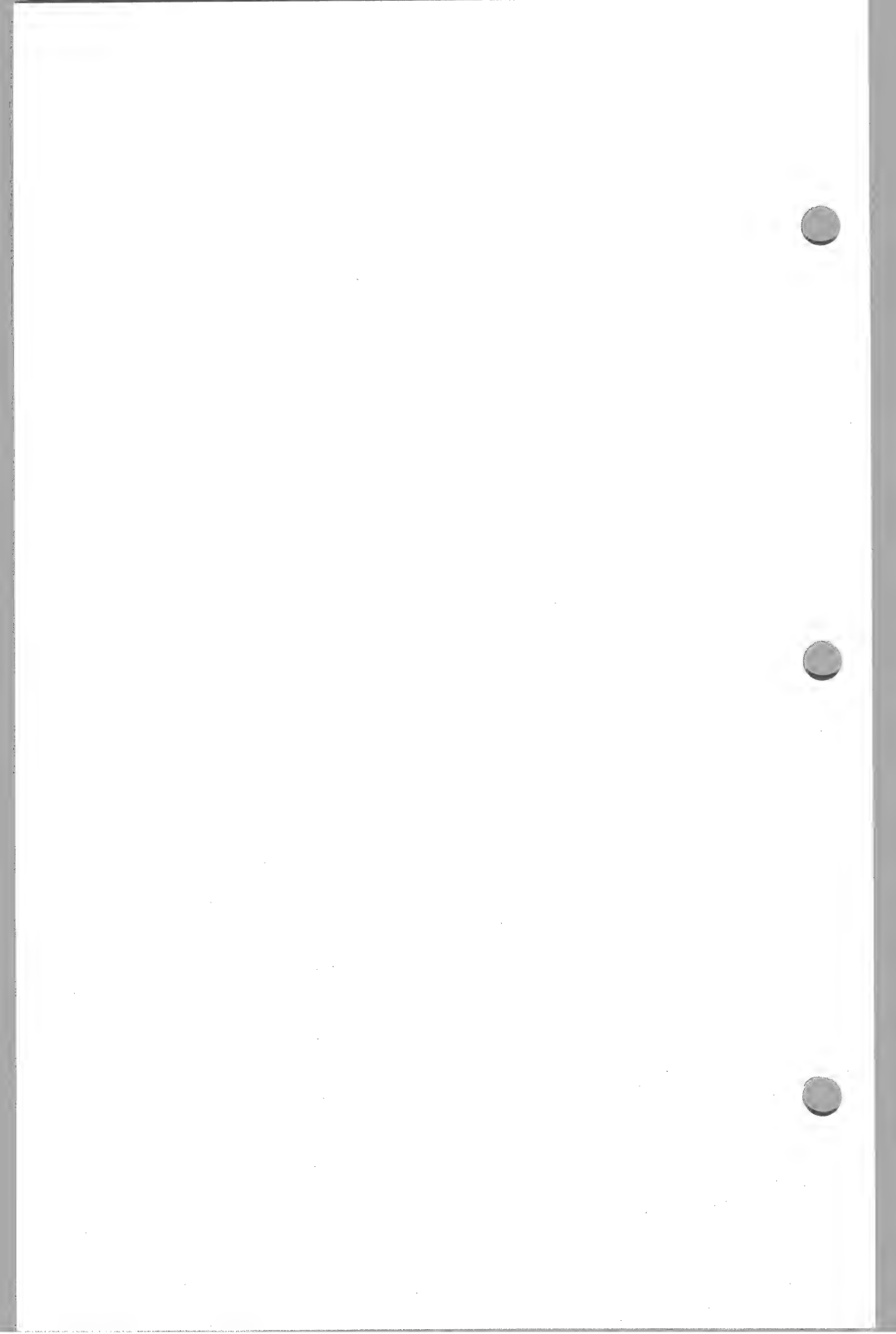
- PURPOSE: To print out your list of appointments.
- INPUT: Select PRINT. Communications parameters must be set in UTILITY prior to entering the SCHEDULE Program.

### DISPLAY

- PURPOSE: To display the list of appointments in order by date and time.
- INPUT: Select DISPLAY. The appointments will be displayed on the screen. Use the Arrow keys to scroll up or down the list. Press **EXIT** to go back to the SCHEDULE Menu.

MicroOffice RoadRunner				UTILITY Menu		(UTIL 0.nn)	
Select a function or press EXIT_							
DIRECTORY	DELETE	RENAME	SETUP	COPY	FORMAT	PRINT	DISPLAY
F1	F2	F3	F4	F5	F6	F7	F8

## The UTILITY Menu



# THE UTILITY MENU

## Using the Utility Program

### 5. The UTILITY Menu

The UTILITY Program in The RoadRunner is used to perform the functions related to the handling of cartridges and files.

These functions are: DIRECTORY, DELETE, RENAME, SETUP, COPY, FORMAT, PRINT, and DISPLAY and are displayed on the UTILITY Menu.

#### 5.1 Using the UTILITY Program

To use UTILITY, begin at the MAIN Menu,

- Press **F3** to select the UTILITY program on the Menu.

The UTILITY Menu will be displayed as shown in Screen 5-1.

MicroOffice RoadRunner				UTILITY Menu		(UTIL 0.nn)	
Select a function or press EXIT_							
DIRECTORY	DELETE	RENAME	SETUP	COPY	FORMAT	PRINT	DISPLAY
F1	F2	F3	F4	F5	F6	F7	F8

Screen 5-1. The UTILITY Menu

# THE UTILITY MENU

## Using the Utility Program

---

The Menu functions displayed are used as follows:

DIRECTORY	Displays the list of filenames, size of each file, the space used, and the space free on the selected cartridge.
DELETE	Deletes a named file from a selected cartridge.
RENAME	Renames a file.
SETUP	Used to set the Line Feed, Echo, Tab Space, and communications parameters when using the modem or RS232 Serial Interface Module.
COPY	Copies a file from one cartridge to another.
FORMAT	Provides three sub functions: FORMAT - to prepare a cartridge for use; VERIFY - to check for probable bad data and to check that the operating system is reading the proper label; and REPAIR - to fix the cartridge if possible.
PRINT	Provides a hardcopy printout of a selected file.
DISPLAY	Displays a selected file on the screen.

# THE UTILITY MENU

## Using the Utility Program

---

### *The DIRECTORY Function*

With the UTILITY Menu displayed,

- Press **[F1]** for DIRECTORY.

The screen will display a message as follows:

“Enter unit:\_\_\_”.

- Type in the letter A through D, or F which corresponds to the desired cartridge.

The directory of files on the selected cartridge will be displayed. In the lower right of the screen is displayed the space used and the space remaining on the cartridge.

To see the directory of files on another cartridge,

- Press any key to display the “Enter unit:\_\_\_” prompt again.
- Type the letter A through D, or F which corresponds to the desired cartridge.

### *Obtaining a Cartridge Directory while in another Program or Function*

The Directory can be accessed from the TERMINAL and ADDRESS programs and from other UTILITY functions (DELETE, COPY, etc.)

- Press the **[MENU]** key to display a cartridge directory.

The RoadRunner will display the directory for the first data cartridge it locates. For example, if slot A is empty and slot B, C, and D contain cartridges, the directory for the cartridge in slot B will be displayed first.

## THE UTILITY MENU

### Using the Utility Program

---

Notice that there is a bracket on the first file. Using the UP and DOWN arrow keys, you can move this bracket to a particular file in the Directory. If you press Return , the bracketed file name will automatically be inserted in the original program in which you were operating, immediately following the prompt "Enter unit/name."

- Press the  / LEFT or RIGHT Arrow key to display the directory for the other cartridges.
- Use the Arrow keys alone to move the bracket to the file and press Return  to insert the filename selected in your program.

You are still able to type in the unit/filename directly, if so desired.

### **The DELETE Function**

To DELETE a file from a cartridge,

- Press  to select the DELETE function.

The screen displays "Enter unit/filename:\_\_\_".

- Enter the unit/filename by using the MENU key to select the filename (as previously described) or typing it in.
- To delete groups of files with the same name or extension, use a "star" (\*). For example, A:\*.SLS or A:SALES.\*.  
To delete all files on a selected cartridge, enter either A: or A:.\*
- Press Return

If a "star" is used, the screen will then display the message: "Prompt at each file ? (Y/N):\_\_\_".

If "Y" is entered in response to this prompt, each filename will be displayed followed by the message: "Delete it ? (Y/N):\_\_\_"; if "N" is entered in response to the "Prompt at each file ?" message, all the selected files will be deleted.

## THE UTILITY MENU

### Using the Utility Program

---

When a file, or a group of files has been deleted, a message is displayed: " Successful - press a key to continue."

- Press any key to return to the UTILITY Menu.

#### ***The RENAME Function***

To RENAME a file,

- Press **[F3]** to select RENAME.

The screen displays the message:

"Rename from source  
Enter unit/name of file:\_\_\_\_  
Rename to destination"

- Enter the current unit/name either by typing or pressing **[MENU]** for the directory.
- Press Return **[↵]**.

The screen will then display "Enter unit/name of file:\_\_\_\_" under "Rename to destination".

- Enter the new name (unit is already displayed) and press Return **[↵]**.

The message "successful - press a key to continue" is displayed.

- Press any key to return to the UTILITY Menu.



# THE UTILITY MENU

## Using the Utility Program

### The SETUP Function

From the UTILITY Menu,

- Press **[F4]** to select SETUP.

The SETUP sub-menu will be displayed as shown in screen 5-2.

MicroOffice RoadRunner			Setup Function				(UTIL 0.nn)	
No ECHO	No AUTO_LF	8 TAB SPACE	No STRIP_LF	No FF_PAUSE	SETCOMM	UPDATE	SAVE_	
F1	F2	F3	F4	F5	F6	F7	F8	

### Screen 5-2. The SETUP Sub-Menu

*Using ECHO, AUTO LF, and TAB SPACE.*

The ECHO and AUTO LF functions are toggle functions which are preset to "No". Pressing the corresponding function key (F1 or F2) will set the function to "Yes". Pressing the key once again will return it No.

When ECHO is set to "Yes" on The RoadRunner, all characters typed to the host computer are also displayed on The RoadRunner's screen. This function is used in half-duplex configurations where you cannot transmit and receive simultaneously.

AUTO LF must be set to "Yes" when a line feed following a carriage return is not generated by some other means. For example, the EDITOR program in The RoadRunner provides a line feed after each carriage return so that the AUTO LF function can be set to "No" when files created on the EDITOR are transmitted.

## THE UTILITY MENU

### Using the Utility Program

---

Other programs may not generate this line feed, in which case AUTO LF must be set to "Yes". If AUTO LF is set to "No" when it should be "Yes", displayed text will continuously overwrite itself on a single line.

The TAB SPACE function (F3) permits you to set tab spacing to a number from 4 to 16.

- Press **[F3]** to select TAB SPACE.
- Unit display "Enter Tab spacing [4 thru 16]:"
- Type in the number from 4 to 16. and press Return **[↵]**.

Tab spacing is now set to the number you entered.

#### *Using STRIP\_\_LF and FF\_\_PAUSE*

These are toggle functions which are used to remove line feeds (STRIP\_\_LF) when transmitting text, and to pause after doing a form feed (FF\_\_PAUSE) when printing.

These functions are preset to "No". Pressing the corresponding function key, F4 or F5 will toggle the respective function to "Yes". Pressing the key again will return it to "No".

#### *Using the SETCOMM Function*

This function accesses the SETCOMMunications sub menu which must be used to set the correct parameters for transmitting or receiving files via the modem, or for printing out your files.

To Display the Setcomm Options,

- Press **[F6]** for SETCOMM.

## THE UTILITY MENU

### Using the Utility Program

The default communications setup is displayed as shown in Screen 5-3. This is the setup which is most commonly used and will work for most computers.

MicroOffice RoadRunner Set Communication Function					(UTIL 0.nn)		
[ 300] Baud 8 Bits 2 Stop Bit Parity [None] Handshaking:							DTR
Speed	Size	Stop Bit	Parity	Handshake			
F1	F2	F3	F4	F5	F6	F7	F8

**Screen 5-3. Setcomm Functions**

If any of the parameters should have to be changed,

- Press the function key which corresponds to the communication parameter you wish to change. For example, press **F1** to select Speed.

A sub-menu will be displayed with the various speed selections (110 through 9600) shown on the bottom line.

- Press the function key which corresponds to the desired speed.
- Follow this procedure with each of the parameters to be changed.
- When all changes have been made, press **EXIT** to return to the SETUP Menu.
- If the changes you made are to be kept temporarily (until you close the unit), press **EXIT** then press **F7** for UPDATE.

## THE UTILITY MENU

### Using the Utility Program

---

- Press **[EXIT]** then **[F8]** for SAVE if the changes are to be kept permanently (until you change them again).
- Press **[EXIT]** once again to return to the MAIN Menu.

To restore the default setup,

- Press **[F3]** for UTILITY.
- Press **[F2]** for DELETE.
- Type "f:setup.sys" when prompted for "unit/name".
- Press Return **[↵]**.

The setup which was previously saved is deleted and the default setup is restored after the following is done:

- Press **[EXIT]** to return to the UTILITY menu.
- Press **[EXIT]** to return to the MAIN Menu.
- Close the cover for 5 seconds.

When reopened the default setup is restored.

### ***The COPY Function***

To COPY a file from one cartridge to another,

- From the UTILITY Menu, Press **[F5]** for COPY.
- Type in the unit/name of source as prompted.
- Press Return **[↵]**.
- Type in the unit/name of destination and press Return **[↵]**.

## THE UTILITY MENU

### Using the Utility Program

---

#### NOTE

You can copy all files from one cartridge to another by entering "stars" in Copy from source. (For example, A:\*.\* will copy all files on A.)

In these cases, in response to the prompt under Copy to destination, enter only the destination cartridge letter. (i.e., B:)

The filenames can be the same if the location of cartridges is different.

When the file has been copied, The RoadRunner will display a "successful - press a key to continue" message.

- Press any key to return to the UTILITY Menu.

#### **The *FORMAT* Function**

This function displays three sub functions: VERIFY and REPAIR, which are used to check for "bad data" and determine if the cartridge can be repaired or if it must be formatted, and FORMAT which removes all data and prepares the cartridge for use again. New data cartridges must always be formatted before use. However, in cases where you are experiencing some difficulty reading a cartridge, you should use the VERIFY and REPAIR options first.

To use the FORMAT function,

- Press **[F6]** for FORMAT.

The three sub-functions, FORMAT, VERIFY, and REPAIR, are displayed.

To use VERIFY,

- Press **[F2]** for VERIFY.
- The screen displays the prompt:  
"Enter unit: \_".
- Enter the unit.

## THE UTILITY MENU

### Using the Utility Program

If the cartridge is good, the screen display will be as shown in Screen 5-3.

MicroOffice RoadRunner	Verify Function	(UTIL 0.nn)					
Enter unit:A							
LABEL is good.							
Number of checksum errors: 0000							
Successful...press a key to continue							
F1	F2	F3	F4	F5	F6	F7	F8

#### Screen 5-4. The Verify Function

If there is a problem with the cartridge, the message will read: "Label is bad." and the number of checksum errors will be indicated on the following line.

- Press a key to continue.

To use REPAIR,

- Press **F6** to select FORMAT.
- Press **F3** for REPAIR.
- Enter the unit (A through F).

If the cartridge was repaired, the display will be as shown in Screen 5-4.

# THE UTILITY MENU

## Using the Utility Program

---

MicroOffice RoadRunner	Repair Function	(UTIL 0.nn)					
Enter unit:							
Successful - press a key to continue							
F1	F2	F3	F4	F5	F6	F7	F8

### Screen 5-5. The REPAIR Function

If the cartridge was not successfully repaired, the prompt "Cartridge is probably unformatted.Fix?(Y/N):" is displayed. If Y is entered, The RoadRunner will attempt to repair the cartridge again. If N is entered, the screen will return to the UTILITY Menu.

#### NOTE

Always verify a cartridge following repair.

- Press a key to continue

To use FORMAT,

- Press **F6** to select FORMAT.
- Press **F1** for Format sub-function.
- Enter the unit (A,B,C,D, or F).
- Press Return **↵**.

The screen will display the message "Successful...Press a key to continue."

- Press any key to return to the UTILITY Menu.

## THE UTILITY MENU

### Using the Utility Program

---

#### **The PRINT Function**

To PRINT a file, the proper communications setup must first be entered. The setup is dictated by the type of printer and the parameters to be entered should be listed in the printer manual.

The RoadRunner has preset or default values which will enable most printers to operate.

To check or change the default setup before printing,

- Press **[F4]** for SETCOMM.

The RoadRunner will display the default values above the menu line. Functions are displayed on the Menu line to permit changing the values if necessary.

To change any of the settings,

- Press the corresponding function key (i.e., F1 for Speed) and then press the function key for the proper value (i.e., 1200).

This same procedure is followed for each of the SETCOMM values to be changed.

When the new settings have been entered,

- Press **[EXIT]**, then press **[F8]** for SAVE.
- Press **[EXIT]** again to return to the UTILITY Menu.

To connect The RoadRunner to the printer,

- Connect the MicroOffice null modem module (if purchased) to the RS-232 Serial Interface on The RoadRunner and connect the RS232 serial communications cable between the null modem module and the serial port on the printer. (Otherwise, refer to Appendix B for additional details on cable connections.)



## THE UTILITY MENU

### Using the Utility Program

---

- Turn the printer ON and check that POWER and READY lights (or equivalents) are green.
- Press **F7** on The RoadRunner for PRINT.
- Type in the location of the cartridge and the file name.
- Press Return **↵** and the printer will print until the file is complete or until Return, then EXIT are pressed to stop the print function.

#### NOTE

The printer will continue to print until the print buffer is emptied.

- Press **EXIT** to return to the UTILITY Menu.

### **The DISPLAY Function**

To display a text file on The RoadRunner screen,

- Press **F8** for DISPLAY.
- The screen displays the prompt "Enter unit/name of file:"
- Type in location of cartridge and filename or press **MENU** for directory.
- Press Return **↵**.

The specified file is displayed on the screen.

- Press any key to pause the display; press any key to resume.
- Press **EXIT** to end the display and return to the UTILITY Menu.

### 5.2 Summary of UTILITY Functions

The following table summarizes the functions available in the UTILITY program.

#### DIRECTORY

**PURPOSE:** Displays list of files stored on a cartridge.

**INPUT:** Type in cartridge letter A through F.

The filenames are shown at full expansion followed by the size of each file. A maximum of 31 filenames can be displayed. The lower right hand corner of the screen displays space used on the cartridge and the space remaining. (Refer to Appendix C for additional details on filenames).

If an unformatted data cartridge is used, a warning message is displayed indicating that the RAM cartridge may need to be formatted.

#### DELETE

**PURPOSE:** To remove unwanted files from from a cartridge.

**INPUT:** To delete one file, enter unit/ name. To delete all files, enter Unit: (for example, a:).

To delete only certain files with the same name or extension, enter unit:name.\* , or unit:\*.ext.

# THE UTILITY MENU

## Summary

---

### RENAME

PURPOSE: Allows a file to be renamed.

INPUT: Enter current unit/name and press Return .  
Enter new unit/name and press Return .

The file is renamed. If a file already exists with the new name, a message is displayed indicating file exists.

### SETUP

PURPOSE: Permits setting line feeds, tab space, form feed, and communications parameters.

The SETCOMM function within SETUP provides the means of adjusting the communications values. (See Setcomm Table for details.)

### COPY

PURPOSE: Copies a single file, all files, or certain groups of files from the current cartridge to another cartridge.

INPUT: Enter Unit:filename, Unit:, Unit:name.\*, or Unit:\*.ext for source cartridge and Unit: name or Unit for destination.

Named file(s) will be copied as specified.

# THE UTILITY MENU

## Summary

---

### FORMAT

- PURPOSE:** Provides three sub-functions: Format, Verify, and Repair to be used to check, repair, and if necessary, format a data cartridge.
- INPUT:** Enter Unit in response to prompt.
- If in Verify, cartridge label is checked and the number of checksum errors displayed. In Repair, unit is repaired, and in Format, data is erased from specified unit.

### PRINT

- PURPOSE:** To provide a hardcopy of a text file.
- INPUT:** Enter unit/name as prompted.
- Proper communications parameters must be set in the UTILITY/SETCOMM function prior to using the print function.

### DISPLAY

- PURPOSE:** Allows a file to be displayed on the screen.
- INPUT:** Enter unit/name.
- The file is displayed on the screen in a scrolling mode. Press any key to pause the display and press any key to resume the scrolling. Press **EXIT** to stop and return to the UTILITY Menu.

# THE UTILITY MENU

## Summary

---

### **SETCOMM Functions**

The following table describes the functions available in the SETCOMM submenu.

#### SETCOMM/Speed

PURPOSE:	Set the baud rate (110 through 9600) for communication.
INPUT:	Press <b>F1</b> to select Speed then select number.

#### SETCOMM/Size

PURPOSE:	Sets the number of data bits used.
INPUT:	Press <b>F2</b> for size then select 5, 6, 7, or 8.  8 bits is normal with NO parity. 7 bits is normal with ODD or EVEN parity.

#### SETCOMM/Stop Bit

PURPOSE:	Sets the number of stop bits that signal the end of a character.
INPUT:	Select 1, 1.5, or 2.  One stop bit is normal except at 110 where two are used.

## THE UTILITY MENU

### Summary

---

#### SETCOMM/Parity

**PURPOSE:** Sets the parity error checking method.

**INPUT:** Select ODD, EVEN, or NONE.

Most systems today use NONE. In ODD parity, the eight data bits sent always have an odd number of ON bits. In EVEN parity, it is always an even number of ON bits.

#### SETCOMM/Handshake

**PURPOSE:** Sets the method used to control the stopping and starting of data.

**INPUT:** Select method required for your configuration.



MicroOffice RoadRunner				TERMINAL EMULATOR Menu (TERM 0.nn)			
Type or select function							
RECEIVE		TRANSMIT		DIAL		REVIEW	
						16-Mar-1984 10:00.37	
						PAUSE BREAK	
F1	F2	F3	F4	F5	F6	F7	F8

## The TERMINAL Menu





## 6. The TERMINAL Menu

The TERMINAL program provides The RoadRunner with the capability of transmitting and receiving files to and from a remote computer using a modem connection.

TERMINAL also provides the capability of VT100 emulation. Additional information on VT100 is included in Appendix D of this User's Guide.

### 6.1 Setup for Telephone Communication

Before TERMINAL can be used, The RoadRunner must be connected to the telephone line using either the built-in modem, or an external modem.

#### *Connecting the Built-in Modem*

The modem designed for use in The RoadRunner, has a small square socket for the telephone connector (see Figure 6-1).

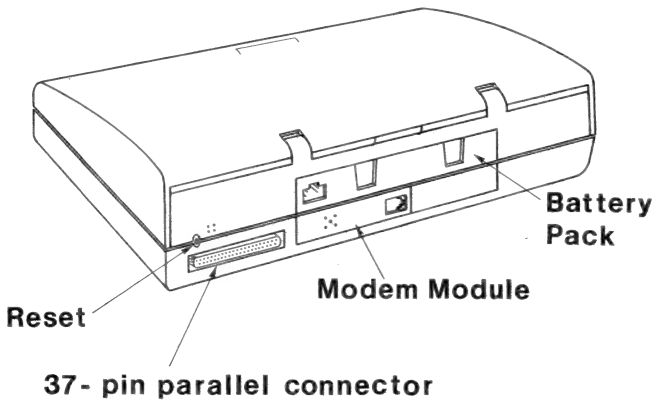
Before you can proceed with the connection, you must install the modem module in The RoadRunner, if you have not already done so. Refer to Chapter 1, paragraph 1.5 for the procedure.

## THE TERMINAL MENU

### Setup for Telephone Communication

---

Once installed (see Figure 6-1), check the telephone set you'll be using. If the line to the telephone has a modular connector, you can insert it directly into the modem. If it does not have the modular connector, you will have to use acoustic muffs and follow the instructions included with them.



**Figure 6-1. Modem Module Installed**

## THE TERMINAL MENU

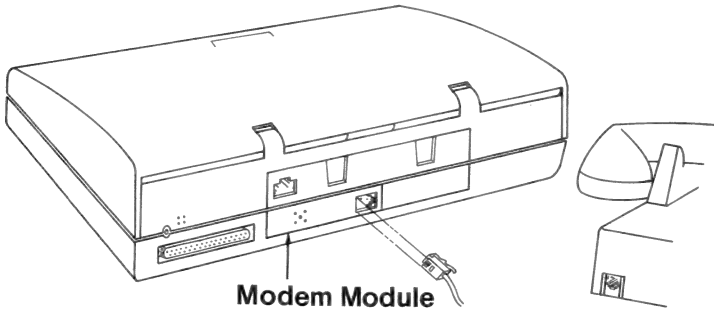
### Setup for Telephone Communication

---

With a modular connector on the telephone,

- Remove the connector from the telephone and snap it into the socket on the modem as shown in Figure 6-2.

The modem is automatically activated when the DIAL function is selected.



**Figure 6-2. Connection to the Telephone Line.**

## THE TERMINAL MENU

### Setup for Telephone Communication

---

#### *Using Acoustic Muffs*

Acoustic muffs will work on any handset with round ear and mouth pieces. Generally, the procedure for connecting the muffs is as follows:

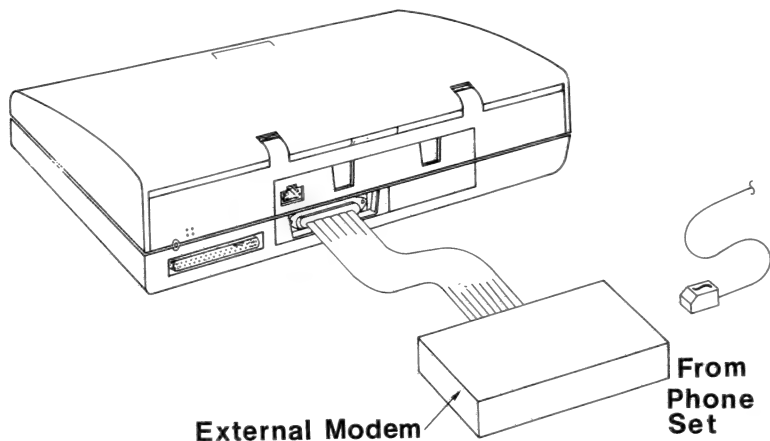
- Plug the acoustic muffs into the socket on the modem.
- Dial the remote computer using the telephone.
- Once contact has been established, place the muffs on the ends of the handset in accordance with the labeling.

The connection to the telephone line using the acoustic muffs and the built-in modem is now complete.

#### *Using an External Modem*

To connect an external modem,

- Connect the flat cable from the modem to the RS232 Serial Interface Module connector on the back of The RoadRunner as shown in Figure 6-3.



**Figure 6-3. External Modem Connection**

- Connect the phone line to the modem as indicated in the modem manual.

# THE TERMINAL MENU

## Using the Terminal Program

### 6.2 Using the TERMINAL Program

Beginning from the MAIN Menu,

- Press **F5** to select TERMINAL.

The TERMINAL Menu will be displayed as shown in Screen 6-1.

MicroOffice RoadRunner				TERMINAL EMULATOR Menu (TERM 0.nn)					
Type or select function									
RECEIVE		TRANSMIT		DIAL		REVIEW		16-Mar-1984 10:00.37	
								PAUSE BREAK	
F1	F2	F3	F4	F5	F6	F7	F8		

**Screen 6-1. The TERMINAL Menu**

There are six primary functions in the TERMINAL Program which are used as follows:

#### RECEIVE

Receives a specified file and stores it on a specified cartridge in The RoadRunner.

#### TRANSMIT

Sends contents of a specified file to a remote computer.

#### DIAL

Permits selection of AUTO or MANUAL dialing and HANGUP when file transmission is finished.

#### REVIEW

Permits operator to step through 24 lines of the display using the SHIFT or CMD keys with the cursor keys.

## THE TERMINAL MENU

### Using the Terminal Program

---

PAUSE	Stops incoming data to allow you to read it on the screen.
BREAK	Transmits a special break pattern required by many systems.

### *Dialing the Remote Computer*

With an external modem, dialing is done in accordance with the instructions that come with the modem.

With acoustic muffs, dialing is done BEFORE you attach the muffs to the handset.

- Dial the telephone number in the normal manner.
- Wait for the "carrier" tone.
- Attach the acoustic muffs.

With the internal modem connected directly to the phone line, proceed as follows:

- From the TERMINAL Menu, press **F4** for DIAL.

The sub-menu is displayed, showing three options:

AUTO (F4)	To be used when the number is stored in your Address file.
MANUAL (F5)	To be used when the number is not stored in your file.
HANGUP (F6)	Terminates the phone connection when operation is completed.

# THE TERMINAL MENU

## Using the Terminal Program

---

### *To Dial Automatically*

- Press **F4** for AUTO.

The display is as shown in Screen 6-2.

MicroOffice RoadRunner				TERMINAL EMULATOR Menu (TERM 0.nn)			
Use the default F:ADDRESS.MEM? Y/N:							
F1	F2	F3	F4	F5	F6	F7	F8

### **Screen 6-2. Using AUTO dial**

- Enter Y if the phone number to be dialed is stored on the internal storage unit F:ADDRESS.MEM.

Screen displays the prompt: "String to search for:".

- Enter a minimum of three characters and press Return **↵**.

The RoadRunner will automatically locate and dial the telephone number listed for the entry.

If two phone numbers were listed, both will be displayed with the prompts:

"Which Number do you want?"

- (1) phone number
- (2) phone number

"Type 1 or 2:".

- Enter 1 or 2 and press Return.



# THE TERMINAL MENU

## Using the Terminal Program

---

The number will be dialed and the message "Connected to (phone number)." will be displayed.

Once connected to the remote computer, you can proceed with transmitting or receiving files.

- Press **[EXIT]** to return to the TERMINAL Menu.

*To Dial Manually,*

- Press **[F5]** for MANUAL.

The screen will display the prompt: "Enter phone number: \_\_".

- Enter the number.

### NOTES

1. The "at" sign (@) can be used to insert a 1-second delay where ever it is entered within the phone number. For example, 9@1@276-555-7689 will provide a delay of one second before the 1 and before the 2.
2. In pulse-dial systems, use one @ before the first digit of the phone number. This will provide a necessary delay needed by these systems.

Once connected, you can proceed with transmitting or receiving files.

- Press **[EXIT]** to return to the TERMINAL Menu.

### NOTE

Before transmitting or receiving files, you must set the proper communications parameters in the UTILITY/SETCOMM function. (See Chapter 5.)

# THE TERMINAL MENU

## Using the Terminal Program

---

### **To TRANSMIT a File**

- Press **[F2]** to select TRANSMIT.
- Screen will display the prompt: "File to TRANSMIT:"
- You can type in the filename, or you can press the **[MENU]** key to access the directories of the cartridges as described in Chapter 5.
- Press Return **[↵]**.
- Press **[F1]** for TEXT.
- Press **[F3]** for START.

The file is automatically transmitted. When transmission is completed, press **[EXIT]** to return to the TERMINAL Menu.

### **To RECEIVE a File**

- Press **[F1]** for for RECEIVE.
- Enter the file to receive either by typing or using the MENU key to access the directory.
- Press Return **[↵]**.
- Press **[F1]** for TEXT.

The display is as shown in Screen 6-3.

# THE TERMINAL MENU

## Setup for Telephone Communication

When the complete file has been received, press **EXIT** to return to the TERMINAL Menu.

MicroOffice RoadRunner				TERMINAL EMULATOR Menu (TERM 0.nn)			
File to RECEIVE: A:FILE							
Type or select function							
Press EXIT to stop: A:FILE Chars: 0				(date and time)			
RECEIVE	TRANSMIT	START		REVIEW		PAUSE	BREAK
F1	F2	F3	F4	F5	F6	F7	F8

### Screen 6-3. Receiving a File

#### NOTE IMAGE File Transfer

IMAGE Receiving or Transmitting can only be used if the remote computer has the communication program ASCOM. If so, ASCOM must be set as follows:

PRO BLOCK	(block protocol)
BLSIZE 128	(block size)

This permits transmitting or receiving executable (IMAGE) programs or ASCII files.

In IMAGE, the device receiving the file **MUST** be started **FIRST**.

### 6.3 Summary of TERMINAL Functions

The following table summarizes all the functions available in the TERMINAL program.

#### RECEIVE

PURPOSE:	Captures incoming data to a file.
INPUT:	Enter unit and name of file, Press Return <input type="button" value="↵"/> . Select TEXT (F1) or IMAGE (F2). If TEXT is selected, press <input type="button" value="F3"/> for START. All received data is put in the file until the TERMINAL function is ended, or an error occurs. F3 (START) and F4 (STOP) are available only when receiving a TEXT file. Pressing EXIT at any time will stop receiving.

Be sure sufficient space is available on the cartridge to receive the entire file.

#### TRANSMIT

PURPOSE:	Sends a file.
INPUT:	Enter unit and Name of file, press Return <input type="button" value="↵"/> . Select TEXT or IMAGE. If TEXT is selected, press <input type="button" value="START"/> to begin transmission. File is sent until complete. Nonexistent file gives "Not found" message. If file is TEXT, F3(START) or F4(STOP) can be used.

# THE TERMINAL MENU

## Summary

---

### START/STOP

**PURPOSE:** Starts and stops TEXT file transfers. Select RECEIVE or TRANSMIT. Press **[F3]** to START; press **[F3]** again to STOP.

File transfer is begun, stopped, or restarted.

STOP option changes to START at the end of the file being sent.

### DIAL

**PURPOSE:** Initiates call through built-in modem.

**INPUT:** Press **[F4]**.

**EFFECT:** Gives three options:  
    **AUTO:** Enter at least the first 3 characters of name to dial a number stored in your address file.

**MANUAL:** Type numbers or letter equivalents to be dialed.

**HANGUP:** Hang up the telephone.

Displays "Connected" or "No Connection" message.

# THE TERMINAL MENU

## Summary

---

### REVIEW

- PURPOSE:** Permits operator to use cursor keys (alone, or with SHIFT or CTRL) to step through 24 lines of display.
- INPUT:** SHIFT/ ↑ or ↓ -- Steps through display in 7-line increments.
- CMD/ ↑ or ↓ -- Moves cursor to top or bottom of screen.
- ECHO mode shows all characters typed. NOECHO expects the other computer to return characters as sent.
- If ECHO is selected when not needed, every character typed will appear doubled on the screen.

### PAUSE/CONTINUE

- PURPOSE:** Stops and restarts incoming data to prevent scrolling off the screen before it can be read.
- INPUT:** Press **[F7]** to stop data. Press **[F7]** again to restart.

### BREAK

- PURPOSE:** Transmits BREAK pattern to central computer.
- INPUT:** Press **[F8]**.
- EFFECT:** Most central computer systems use this pattern for terminating functions.

# THE TERMINAL MENU

## Summary

---

### *RECEIVE and TRANSMIT Sub-menu*

The following table summarizes the functions available within RECEIVE and TRANSMIT.

#### TEXT

PURPOSE:	Permits user to transmit or receive a text file.
EFFECT:	When selected, brings up TERMINAL menu containing START function.

#### IMAGE

PURPOSE:	Permits user to transmit or receive a file that is <i>not</i> text. Remote computer must have the ASCOM program as described at the end of paragraph 6.2.
EFFECT:	Same as in TEXT

MicroOffice RoadRunner

EDITOR Menu (EDIT 0.nn)

Select a function or press EXIT\_

EDIT

CREATE

RECALL

STORE

MERGE

SEARCH

DELETE

DIRECTORY

F1

F2

F3

F4

F5

F6

F7

F8

## The EDITOR Menu





# THE EDITOR MENU

## Using the Editor Program

### 7. The EDITOR Menu

The EDITOR program provides The RoadRunner with its text-editing and word-processing capabilities. With this program, you can generate reports, memos, proposals, and other business documents.

#### 7.1 Using the EDITOR Program

From the MAIN Menu,

- Press **[F1]** to select EDITOR.

The EDITOR Menu is displayed on the screen as shown in Screen 7-1.

MicroOffice RoadRunner					EDITOR Menu (EDIT 0.nn)		
Select a function or press EXIT_							
EDIT	CREATE	RECALL	STORE	MERGE	SEARCH	DELETE	DIRECTORY
F1	F2	F3	F4	F5	F6	F7	F8

**Screen 7-1. The EDITOR Menu**

As you can see, there are eight functions available. We will use most of them as we write a brief memo. However, all of the functions available in the EDITOR are summarized in paragraph 7.2 of this chapter.

# THE EDITOR MENU

## Using the Editor Menu

---

### Using *CREATE*

To begin a new document, you will, in most cases, use *CREATE*.

#### NOTE

You can press **F1** for *EDIT* and begin a file without entering a filename. The file will be given the default filename *DEFAULT.DOC* until you change the name when storing the document.

- Press **F2** to select *CREATE*.

The screen displays the prompt: "Enter document name: A:\_\_\_".

The letter A is the unit location. The *EDITOR* program will always display A for the cartridge location unless you change it.

If the data cartridge was located in C, for example, you would press the Backspace key **␣** and type the letter C.

Following the unit designation and the colon, you must enter a name for your document, *MEMO*, for example.

- Type *MEMO* and press Return **↵**.

The screen is cleared now and you can begin typing.

- Press the **MENU** key.

# THE EDITOR MENU

## Using the Editor Program

The special editing sub-functions available are now displayed across the bottom of the screen. You will use these often once you become familiar with the EDITOR. (These sub-functions are also described in paragraph 7.2.)

- Press **MENU** again and the screen is cleared.
- Press **SHIFT** / **MENU** to display carriage returns.
- Type "Memo" on the first line. Press Return **↵**.
- Press Return **↵** again to leave a blank line.
- Type "To: J. Anderson", press Return **↵**.
- Type "From: P. Thomas", press Return **↵**.
- Press Return **↵** again for another blank line.
- Type the text of the memo as shown in Screen 7-2 below.

Memo							
To: J. Anderson							
From: P. Thomas							
Attached is the Summary Report for 1st quarter sales in the southwest region. The latest forecast for 2nd quarter sales will be forwarded by 3/31/84.							
F1	F2	F3	F4	F5	F6	F7	F8

Screen 7-2. Typing a Memo

# THE EDITOR MENU

## Using the Editor Menu

---

### *Deleting Text*

Text can be deleted in several ways:

To delete an entire line, position the cursor anywhere on the line and press **[SHIFT]** / **[xW]** keys (xL).

To delete a word, position the cursor on the word and press **[xW]**.

To delete a single character, use Backspace **[x]**, which deletes the character to the left of the cursor, or use **[xC]**, which deletes the character on which the cursor is positioned.

In the memo you just typed, move the cursor to the word Summary in the first line of the text. Now press **[xW]**. The word Summary has been deleted.

### *Inserting Text*

Text can be inserted by moving the cursor to the place where you wish to insert some text and typing.

In the memo,

- Move the cursor to the capital letter R in Report.
- Press **[xC]** to delete the letter. Now, without moving the cursor, type a lower case "r".
- Move the cursor to the word "revised" in the second sentence.
- Press **[xW]** to delete the word and then type the word "latest" and press the Space Bar once to insert a space.

# THE EDITOR MENU

## Using the Editor Program

---

### Centering

Move the cursor up to the first word, "Memo".

- Press the **MENU** key to display the sub-functions.

Note that CENTER is F8.

- Press **F8** to center the word.

Your Memo should now be as shown in Screen 7-3.

Memo							
To: J. Anderson							
From: P. Thomas							
Attached is the report for 1st quarter sales in the southwest region. The latest forecast for 2nd quarter sales will be forwarded by 3/31/84.							
F1	F2	F3	F4	F5	F6	F7	F8

### Screen 7-3. Completed Memo

#### *To STORE the Document*

Most of the time, you will want to keep your files for later reference. To do this, use the STORE function.

- Press **EXIT** to return to the EDITOR Menu.
- Press **F4** to select STORE.

# THE EDITOR MENU

## Using the Editor Menu

The screen will display the prompt: "Change name before storing? (Y/N)\_\_\_". (Y)es is for cases when you want to save an old and a new version of the same file or store the file in another cartridge. In this instance, we do not.

- Type N for No and press Return .

The display is as shown in Screen 7-4.




MicroOffice RoadRunner				EDITOR Menu (EDIT 0.nn)			
Select a function or press EXIT							
Change name before storing? (Y/N): N							
A:MEMO stored OK							
Document is A:MEMO							
EDIT	CREATE	RECALL	STORE	MERGE	SEARCH	DELETE	DIRECTORY
F1	F2	F3	F4	F5	F6	F7	F8

### Screen 7-4. File is Stored

- Press  to return to the MAIN Menu.

### The RECALL Function

When you wish to recall a file for editing, use the RECALL function.

- Press  for EDITOR.
- Press  for RECALL.
- Enter filename "MEMO" and press Return .

The memo you typed is again displayed on the screen. You are now in the EDIT sub-function.

### 7.2 Summary of EDITOR Functions

The following table summarizes the functions available in the EDITOR program.

#### EDIT

**PURPOSE:** Lets you enter and edit text, and use the sub-menu.(See the EDIT sub-menu for details.)

#### CREATE

**PURPOSE:** Create a new text file.

**INPUT:** Name of file to be created.

A new file is created and default file name is changed. Unit A is used unless changed with BACKSPACE.If file exists, an error message is displayed.

#### RECALL

**PURPOSE:** Edit an old text file.

**INPUT:** Enter unit and name of file.

The file is read into memory. If the named file does not exist, a "cannot find file" message is displayed.



# THE EDITOR MENU

## Summary

---

### STORE

- PURPOSE:** Save a text file.
- INPUT:** Y or N response to "Change name before storing? (Y/N):".
- (Y)es - Allows edited data to be stored in a new file. This preserves the old file unchanged. The new name cannot cause overwrite of an existing file. STORE is aborted with an error message.
- (N)o - Overwrites the existing file. Previous contents are destroyed. Files expanded by additions may not fit on the cartridge, causing an abort of STORE (with part of the file saved). An error message will be displayed.

### MERGE

- PURPOSE:** Merge two files located on separate or same cartridge.
- INPUTS:** Unit, filename.
- Combines two selected files into one.

# THE EDITOR MENU

## Summary

---

### SEARCH

**PURPOSE:** To locate a specified word or phrase (the "search string") once or repeatedly with optional replacement of the search string and optional review prior to replacement.

**INPUT:** Search string. Capital letters are considered identical to lower case letters. Y (Yes) or N (No) to REPEAT search. Y or N to REPLACE search string. Y or N to make REPLACEMENT OPTIONAL.

**EFFECT:** (No REPEAT)  
The first occurrence (after the cursor) of the search string is found (and perhaps replaced).

(REPEAT with no REPLACE)  
Press the letter N to move cursor to next occurrence of search string. Press **EXIT** to terminate search.

(Make REPLACEMENT OPTIONAL)  
Each search ends with review option. Press N for no replacement, Y to replace, or **EXIT** to terminate search.

(REPEAT and REPLACE without REVIEW)  
Every occurrence of the search string after the cursor is automatically replaced.

# THE EDITOR MENU

## Summary

---

### DELETE

PURPOSE: Allows you to delete a text file.

INPUT: Name of file to be deleted.

File is deleted, and storage space is made available. If no file exists, "no such document" message is displayed.

### DIRECTORY

PURPOSE: See names of files on a cartridge.

INPUT: Enter Unit (letter).

The File names are displayed.

If named cartridge is empty or unformatted, no filenames are displayed.

# THE EDITOR MENU

## Summary

---

### **EDIT Sub-Functions**

The following table summarizes the options available in the EDIT, CREATE, and RECALL functions. The options are displayed when you press the **MENU** key.

#### **LOCATION**

**PURPOSE:** Shows the page number, line number at the cursor position, and the size of the file.

**INPUT:** Press **F1** .  
The text is partially overwritten by the location message until next keystroke.

To print out a paginated document, insert page breaks following the page number. This is done by placing a colon (:) at the left margin followed by a carriage return.

The file size should not exceed 10K as displayed in LOCATION.

#### **PARA<L**

**PURPOSE:** Shifts paragraph indentation one tab to the left. Tabs are set in UTILITY SETUP function. (See UTILITY Menu for setting tabs.)

**INPUT:** Press **F2** .

If the paragraph is at the margin, the option is ignored.

# THE EDITOR MENU

## Summary

---

### PARA>R

- PURPOSE: Indents paragraph one tab stop to the right.
- INPUT: Press **F5** .  
The paragraph at the cursor is shifted one tab stop to the right. Right margin is ignored during indentation. Must be followed immediately by REFORM to preserve margins.

### MARGIN

- PURPOSE: Sets right margin to determine text width.
- INPUT: Press **F4** .  
Enter text width number 25 through 120.  
The new margin is set, but text is not reformatted.  
Illegal values are ignored. RETURN alone leaves margin unchanged. Initial margin is 72 after CREATE, or width of longest line after RECALL.

### REFORM

- PURPOSE: Reformats paragraph at cursor for current margins and indentation.
- INPUT: Press **F5** .  
Entire paragraph in which the cursor is positioned is reformatted.  
Reformatting continues until a blank line is encountered.

# THE EDITOR MENU

## Summary

---

### CUT

**PURPOSE:** Allows moving, deleting, or duplicating a lengthy segment of text.

**INPUT:** Place double right parentheses “))” after last character to be deleted and cursor on first character to be deleted. Then press **F6**.

Text is deleted and saved in the “PASTE buffer” for later duplication.

If end of text is not properly designated, CUT function is ignored.

### PASTE

**PURPOSE:** Allows you to insert the text removed with CUT.

**INPUT:** Move cursor to new location and press **F7**.  
The contents of “PASTE buffer” (see CUT) are copied into text at cursor position.

If PASTE buffer is empty, function is ignored. PASTE buffer is copied, not emptied. PASTE again without a new CUT function duplicates the PASTE buffer.

# THE EDITOR MENU

## Summary

---

### CENTER

PURPOSE: Centers a line between margins.

INPUT: Press **F8**.

Position the cursor on word or line to centered and Press **F8**.

Line at current cursor position is centered.

### Special Key Functions

The following table summarizes the use of keys in EDIT function.

#### ONE-STEP MOVEMENT



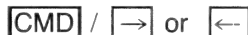
All four cursor keys, when used without either SHIFT or CMD, move the cursor one step (column or line) in the indicated direction, unless the cursor is at the top or bottom of the file.

#### ONE-WORD MOVEMENT



The horizontal cursor keys move the cursor one word at a time when used with SHIFT.

#### END-OF-LINE MOVEMENT



The horizontal cursor keys move the cursor to the end of the line when used with CMD. CMD/LEFT arrow moves the cursor to the start of the line. CMD/RIGHT moves the cursor to the end of the line.

# THE EDITOR MENU

## Summary



---

### ONE-SCREEN MOVEMENT

**SHIFT** /  



The vertical cursor keys move the cursor one screen at a time when used with SHIFT. SHIFT/UP arrow moves up one screen. SHIFT/DOWN moves down one screen.

### END-OF-FILE MOVEMENT

**CMD** /  

The vertical cursor keys move the cursor to the first or last character in the file when used with CMD. CMD/UP arrow takes you to the start of the file. CMD/DOWN arrow takes you to the end of the file.

### DELETE A CHARACTER

 or 

A single character can be deleted with either BACKSPACE (deletes the character before the cursor) or DELETE CHARACTER (deletes the character at the cursor).

### DELETE A WORD



The word at (or before) the cursor is deleted with the DELETE WORD key.

### DELETE A LINE



The entire line of text at the cursor position is deleted with the DELETE LINE key.

### INSERT TEXT

All text typed normally is inserted at the current cursor position.



# THE EDITOR MENU

## Summary

---

### END LINE



The RETURN key ends the current line at the current cursor position. Any text right of the cursor is carried down to the next line with the cursor.

### TAB



The TAB key moves the cursor to the next tab stop. Tab stops are preset at every eighth column. They can be changed in the UTILITY / SETUP function.

### DISPLAY CARRIAGE RETURNS AND TABS



Using SHIFT with MENU will display all carriage returns and tabs.

## **Appendices**

**A - G**



# A. ACCESSORIES FOR THE ROADRUNNER

## A.1 Communication modules

### *Modem module*

This is a standard direct-connect modem compatible with the Bell 103A that operates at 300 baud. It can also use accessory muffs for acoustic connection to telephones that do not have an RJ-11 connector.

## A.2 Application Programs

### *Microsoft™ BASIC cartridge*

This contains the Microsoft BASIC with some custom features for use on The RoadRunner.

It allows you to write your own programs or to use published listings of BASIC programs. See the BASIC User's Guide for details.

### *Sorcim® SuperCalc® cartridge*

The SuperCalc® cartridge lets you use your RoadRunner as a sophisticated planning tool. It creates "spreadsheets" where you arrange information by rows and columns. See the SuperCalc manual for details.

## **APPENDIX A**

### **Accessories for The RoadRunner**

---

## **A.3 Additional Applications and Accessories for The RoadRunner**

### ***Peripheral Equipment***

The RoadRunner will run most "generic" software written for the CP/M<sup>(tm)</sup> operating system and will operate most standard computer peripherals if equipped with a serial interface.

In addition, there is a large 37-pin "expansion connector" on the back of The RoadRunner that may be used to attach external devices.

#### **NOTE**

The cable from the 37-pin connector should not exceed 8 inches in length, before connecting to a separate external device or signal driver.

### ***Data cartridges***

You can get additional data cartridges in capacities ranging from 8K to 64K. These cartridges, treated properly, can hold data for up to five years.

## **B. RS232 HANDSHAKING AS IMPLEMENTED ON THE ROADRUNNER**

There are three different types of RS232 handshaking sequences and The RoadRunner will perform any combination of the three.

### **B.1 XON/XOFF**

XON/XOFF handshaking uses data bytes which have special meanings. An XOFF received by a device will cause it to suspend transmitting until an XON is received. If a device wishes to have the other device stop transmitting it will send an XOFF, and then an XON when it is ready to receive again. This handshake should work the same with any null modem cable.

### **B.2 DTR**

DTR handshaking involves two RS232 signal lines, DTR and DSR. DTR is used by a device to indicate that it is ready to receive characters. DSR is checked by a device to determine if the device on the other side is ready to receive characters. The null modem cable crosses DSR and DTR between two devices, so that the ready of one is correctly checked by the other.

### **B.3 CTS**

CTS is used only by The RoadRunner control transmissions. If the CTS line is not asserted, then The RoadRunner will not transmit. Using a MicroOffice null modem cable, CTS will always be asserted because RTS is always asserted by The RoadRunner, and RTS is looped back to CTS. In other null modem cables, this is not the case. Therefore CTS handshaking should only be enabled when using a modem.

## APPENDIX B

### RS232 Handshaking as Implemented on The RoadRunner

---

#### MicroOffice Systems Technology Null Modem Cable

Signal	PIN	CABLE	PIN	LINE DIRECTION RR
ground	1-----		1-----	-----
TX data	2-----		2-----	<-----
RX data	3-----		3-----	----->
RTS	4-----		4-----	<-----
CTS	5-----		5-----	----->
DSR	6-----		6-----	----->
Ground	7-----		7-----	-----
Carr Det	8-----		8-----	<-----
DTR	20-----		20-----	<-----

#### Radio Shack Null Modem Cable

Signal	PIN	CABLE	PIN	LINE DIRECTION RR
ground	1-----		1-----	-----
TX data	2-----		2-----	<-----
RX data	3-----		3-----	----->
RTS	4-----		4-----	<-----
CTS	5-----		5-----	----->
DSR	6-----		6-----	----->
Ground	7-----		7-----	-----
Carr Det	8-----		8-----	----->
DTR	20-----		20-----	<-----

## B.4 Printer Interconnection

If your printer and cable are properly configured for The RoadRunner, you should be able to use it right away. Just plug it into the serial interface with a null modem cable, use SETCOMM to configure The RoadRunner for the printer, then PRINT.

The RoadRunner's serial interface can operate any printer that uses standard ASCII codes and a standard RS-232 serial interface. You must also set the baud rate of the printer to one of the available SETCOMM Speed options (see the printer manual).

### RS232 Handshaking as Implemented on The RoadRunner

---

#### ***Cabling***

The minimum cable has two wires and a grounded shield.

One wire is connected to pin 2 on the RoadRunner interface. The data is sent out this wire. The other is a ground wire connected to pin 7 on the RoadRunner.

Most installations require at least one more wire for handshaking.

If XON/XOFF handshaking is used, the printer will be sending characters on pin 3.

If DTR handshaking is used, the RoadRunner interface will check pin 20 (the DTR line) for a HIGH (+12 volts) signal. A LOW signal (-12 volts) means the printer cannot accept data.

If both handshaking methods are used, there are four wires (pins 2, 3, 7, and 20). If there is no handshaking at all, the cable only needs two wires (pins 3 and 7) and the baud rate has to be set to a very low value to prevent loss of data.

All cables require a grounded shield to conform to FCC requirements. This should be attached to pin 1 at both ends.

#### ***Pin Information***

Pin#	Signal	Description
1	PG	Protective ground (FCC Required)
2	TD	Data out from RoadRunner
3	RD	Data into RoadRunner (incl. XON/XOFF)
4	RTS	Handshake from RoadRunner
5	CTS	Handshake into RoadRunner
6	DSR	Handshake into RoadRunner
7	SG	Signal ground
8	CD	Modem control into RoadRunner
20	DTR	Handshake from Roadrunner
22	RI	Modem control into RoadRunner



## APPENDIX B

### RS232 Handshaking as Implemented on The RoadRunner

---

#### ***Modem compatibility***

Most data communications by telephone are done through modems compatible with the Bell(tm) 103A. The optional internal modem for The RoadRunner is one of these.

This is a 300 baud modem that requires one system in *originate* mode and the other in *answer* mode. The system that makes the call should be in originate mode so that it transmits data on one frequency and receives data on a higher frequency. The system in answer mode receives on the lower frequency and transmits on the higher frequency. This complementary use of two frequencies permits *full duplex* operation, where both systems can send and receive at the same time.

You can use an external high-speed (1200 baud) modem with your RoadRunner. These are usually compatible with the Bell 212. Configure the high-speed modem as described in Chapter 6.

A 1200 baud modem cannot communicate with a 300 baud modem. They use different frequencies.

Some modems can be switched to run at either 300 baud or 1200 baud. They tend to be quite expensive.

The optional RoadRunner modem provides Bell 103A compatibility with maximum convenience. It does not handle high-speed communications, but it does provide access to the largest number of systems at the lowest cost.

## **C. Menu Handling, Filenames, and Cartridge Information**

### **C.1 Menu handling**

The functions that show in the MAIN Menu are the application programs that The RoadRunner contains. If you remove or install a program cartridge, press the MENU key. This causes The RoadRunner to re-check the cartridges.

If there are more than eight items in any menu, it is broken up into lines of eight options each. Use the cursor keys to look at different lines.

CURSOR DOWN takes you to the next menu line.  
CURSOR UP takes you to the previous menu line.  
CURSOR RIGHT takes you to the last menu line.  
CURSOR LEFT takes you to the first menu line.

### **C.2 File names**

All file names have three parts.

The unit designation (if used) is a single letter. Most programs assume unit A if you don't use another letter. If you do use a letter to designate a unit, you must follow it with a colon (:) to identify it as a cartridge designation.

The main file name can be up to eight characters long. The first character must be a letter. The rest of the file name can be anything except an asterisk (\*), a dash (-), a question mark (?), a period (.), a comma (,), a colon (:), a slash (/), or a blank space. There are technical reasons for excluding those six characters. Normal file names, however, are letters and numerals only.

A type suffix is a three-character tag added to a file name. It usually identifies the type of file. When used, it must be preceded by a period. When not used, it is assumed to be three blank spaces.

## APPENDIX C

### Menu Handling

---

The RoadRunner uses the type PGM to identify programs for the MAIN MENU, and the type BAS for the Microsoft BASIC program, so you would not want to use these types. Other computers normally use COM to identify programs. You may find it useful to make up type conventions of your own. M with a two-digit number, for example, could identify memos written in a particular month.

As an example, a file named B:MILEAGE.M02 is a file on cartridge B. The name certainly indicates something about the subject. The suffix, according to the suggestion above, shows that it is a memo written in February.

Sometimes a whole group of files can be designated with "wildcard" characters. The asterisk (\*) can replace an entire main file name OR type suffix. The file "name" C:\*. \* means all files on cartridge C. The question mark (?) is a "wildcard" for a single character. The "name" B:?EST.DOC would include all files on cartridge B with names such as BEST.DOC, PEST.DOC, REST.DOC, VEST.DOC, WEST.DOC, and so on.

### C.3 Cartridge usage

There are four kinds of cartridges, but they are used as if there were only two.

Permanent cartridges have programs or data "burned into" them so they cannot be erased. They are sometimes called ROM cartridges after the Read Only Memory used to make them. They are like a printed page in that they can be read, but not erased.

Data cartridges are used to store any kind of information. They are sometimes called RAM cartridges after the Random-Access Memory inside. They are like a blackboard in that The RoadRunner can write on them or erase parts of them.

Cartridge E is a special case. It is an internal ROM that keeps all the programs you learned about in the first part of this manual.

Cartridge F is another special case. Once again, it is really an internal component, but it has been set up to act as a data cartridge.

## APPENDIX C

### Menu Handling

---

Cartridge slots A through D will accept cartridges in capacities 8K through 64K.

The initialization function for data cartridges checks the capacity of the cartridge, labels it for type and size, and creates a clear directory. Attempts to use an uninitialized data cartridge may give strange results (including "hanging" the system) since the label and directory consist of random data.

Data (RAM) cartridges have a 1K overhead (combined directory and checksum) with up to 15 files.

Device assignments G through O are available for expansion file devices (such as disk drives) that can be added in the future.



## D. Screen and Keyboard Details, VT100 Graphics Characters 7-BIT ASCII Code Chart

### D.1 Screen and Keyboard Operations

Various display actions (such as clearing the screen) are handled by printing a sequence of characters on the screen. You may need to know these when adapting "generic" CP/M software to The RoadRunner. For output to the display, the following control sequences are active in addition to normal ASCII character output:

#### *Escape Sequences*

Sequence	Description
ESC [ xx A	Cursor up x lines (unless already at top)
ESC [ xx B	Cursor down x lines (unless already at bottom)
ESC [ xx C	Cursor right x columns (unless already at right)
ESC [ xx D	Cursor left x columns (unless already at left)
ESC [ H	Cursor home
ESC [ ll H	Cursor to line ll, column 1
ESC [ ; cc H	Cursor to line 1, column cc
ESC [ ll ; cc H	Direct cursor addressing to line ll column c
ESC [ ll ; cc f	Same as above
ESC D	Cursor down (if at bottom, scroll screen up)
ESC E	Carriage return and linefeed (newline)
ESC M	Cursor up (if at top, scroll screen)
ESC [ nn	Cursor style selection; when nn is: 1=off                      2=steady underline 3=flashing block        4=flashing underline
ESC [ K	Erase from cursor to end of line
ESC [ 0 K	Same as above
ESC [ 1 K	Erase from beginning of line to cursor
ESC [ 2 K	Erase line containing cursor
ESC [ J	Erase from cursor to end of screen
ESC [ 0 J	Same as above

## APPENDIX D

### Screen and Keyboard Operations

---

ESC [ 1 J	Erase from beginning of screen to cursor
ESC [ 2 J	Erase screen
ESC H	Set tab stop at current column
ESC [ g	Clear tab stop at current column
ESC [ 0 g	Same as above
ESC [ 3 g	Clear all tabs
ESC [ 2 0 h	Set auto CR mode
ESC [ 2 0 l	Clear auto CR mode
ESC [ ? 7 h	Set auto wrap mode (DEC VT100 - kept for convenience)
ESC [ ? 7 l	Clear auto wrap mode (DEC VT100 - kept for convenience)
ESC 7	Save cursor position
ESC 8	Restore cursor position
ESC [ 6 n	Cursor position report request - response is ESC[1;cR where 1 is the line number and c is the column number
ESC [ 5 n	Error status report - response is ESC [ 0 n, which indicates no errors.
ESC [ c	Report options (none). Response is ESC [ ? 1 ; 0 c
ESC ( B	set SI font to normal characters
ESC ( 0	set SI font to graphics and symbols characters
ESC ) B	set SO font to normal
ESC ) 0	set SO font to graphics and symbols

## APPENDIX D

### Screen and Keyboard Operations

---

ESC [ xx m                      set character attributes (xx may be repeated to change many attributes with one command - each repetition must be preceded by a ' ; ' character. Example: ESC [ 0 ; 4 m will clear all attributes, then set underline) Values for xx:  
0 turn off attributes  
4 turn on underline  
7 turn on reverse video

ESC [ xx ; yy r                  set scrolling window (start at xx, end at yy)  
(NOTE: ONLY WORKS IN VIRTUAL MODE  
(SEE BELOW))

ESC c                              Reset terminal

Parameters noted above are as follows:

xx - Optional parameter - if not present, 1 is assumed.

ll- Line number - must be present. Value can range from 1 to 8.

cc - Column number - must be present. Value can range from 0 to 80.

XX - Any single ASCII character - ignored.

All parameters are strings of ASCII digits.



## APPENDIX D

### Screen and Keyboard Operations

---

#### *Special characters*

In addition to the escape sequences, some single characters perform special functions when printed.

Control Codes - values in hexadecimal

Code	Mnem	Meaning
08	BS	Cursor left
09	HT	Move cursor to next tab stop (to right margin if no stops).
0A	LF	Linefeed (with Carriage Return if in auto LF mode).
0B	VT	Same as above.
0C	FF	Same as above.
0D	CR	Carriage Return. (Also does LF if AUTO-LF mode is enabled. See Escape sequence).
18	CAN	Cancels an Escape sequence in mid-transmission.
1A	SUB	Same as above.
1B	ESC	Begin Escape sequence.
1E	SO	Select SO character set.
1F	SI	Select SI character set.

## APPENDIX D

### Screen and Keyboard Operations

---

#### **Keyboard codes**

Whenever a key is pressed on the keyboard, a code or code sequence is passed back to the program. This applies to all keys except HELP. Most of the codes are standard ASCII codes. Some action keys are not covered by the ASCII code table. Those codes are listed here in hexadecimal and decimal form.

Key	Key alone	With SHIFT	With CMD	With CMD + SHIFT
MENU	F1 241	E1 225	D1 209	D1 209
SAVE	1B 27	1B 27	1B 27	1B 27
F1	F3 243	E3 227	D3 211	D3 211
F2	F4 244	E4 228	D4 212	D4 212
F3	F5 245	E5 229	D5 213	D5 213
F4	F6 246	E6 230	D6 214	D6 214
F5	F7 247	E7 231	D7 215	D7 215
F6	F8 248	E8 232	D8 216	D8 216
F7	F9 249	E9 233	D9 217	D9 217
F8	FA 250	EA 234	DA 218	DA 218
XCHAR/UNDO	7F 127	EB 235	DB 219	DB 219
XWORD/XLINE	FC 252	EC 236	DC 220	DC 220
EXIT	FD 253	ED 237	DD 221	DD 221
CURSOR UP	C0 192	C1 193	C2 194	C3 195
CURSOR LEFT	C8 200	C9 201	CA 202	CB 203
CURSOR DOWN	C4 196	C5 197	C6 198	C7 199
CURSOR RIGHT	CC 204	CD 205	CE 206	CF 207

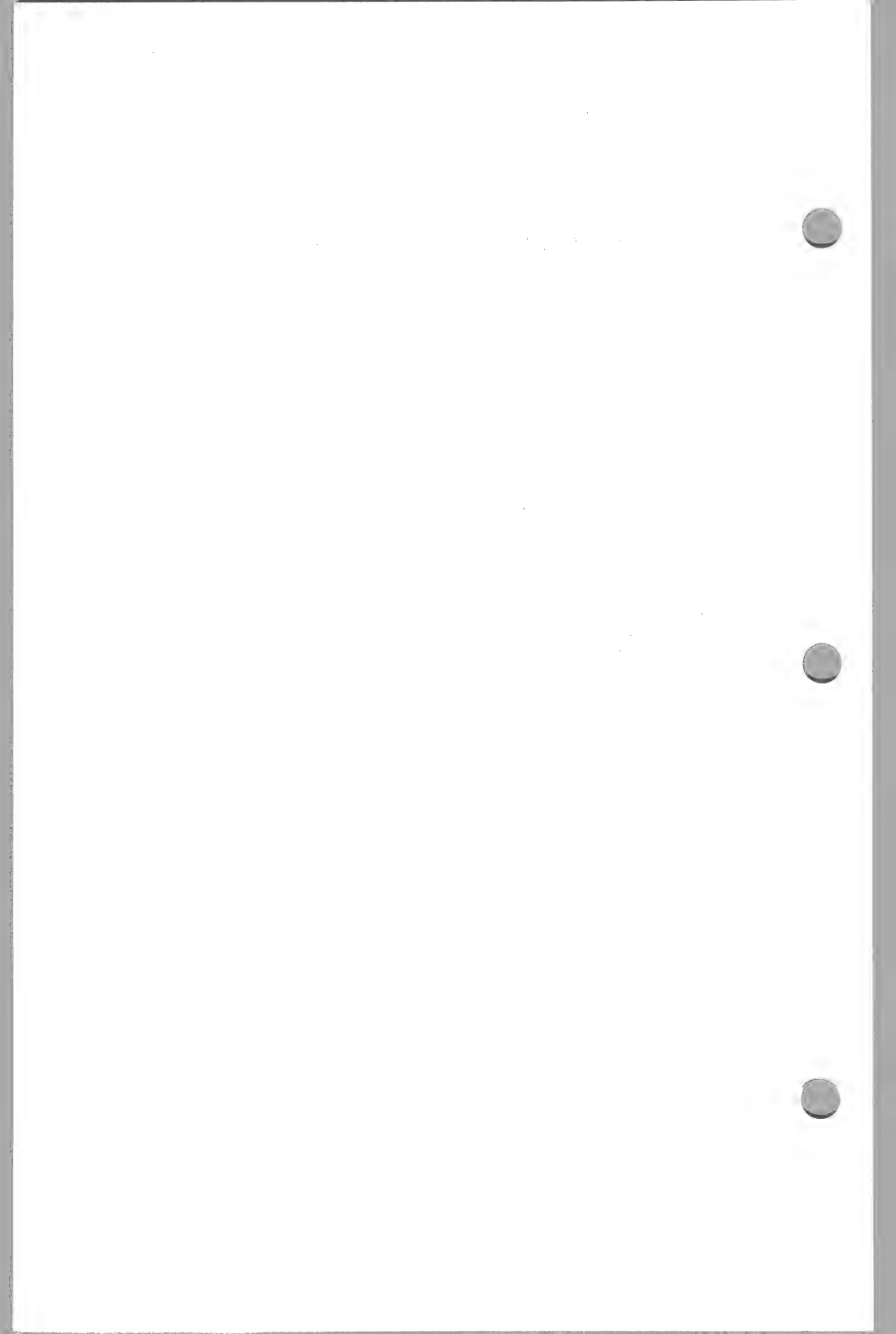
## D.2. VT100 Graphics Characters

Octal Code	Graphic with US or UK Set	Graphic with "Special Graphics" Set	Octal Code	Graphic with US or UK Set	Graphic with "Special Graphics" Set
137	—	Blank	157	o	— Horizontal line – Scan 1
140	\	◆ Diamond	160	p	— Horizontal line – Scan 3
141	a	⊞ Checkerboard (error indicator)	161	q	— Horizontal line – Scan 5
142	b	⏏ Horizontal tab	162	r	— Horizontal line – Scan 7
143	c	⏎ Form Feed	163	s	— Horizontal line – Scan 9
144	d	␣ Carriage return	164	t	┌ Left "T"
145	e	␣ Line feed	165	u	┐ Right "T"
146	f	° Degree symbol	166	v	⌞ Bottom "T"
147	g	± Plus/minus	167	w	┐ Top "T"
150	h	␣ New line	170	x	Vertical Bar
151	i	⏏ Vertical tab	171	y	≤ Less than or equal to
152	j	└ Lower-right corner	172	z	≥ Greater than or equal to
153	k	┐ Upper-right corner	173	{	π Pi
154	l	┌ Upper-left corner	174		≠ Not equal to
155	m	└ Lower-left corner	175	}	£ UK pound sign
156	n	+ Crossing lines	176	~	· Centered dot

NOTE 1: Codes 152<sub>8</sub>–156<sub>8</sub>, 161<sub>8</sub>, and 164<sub>8</sub>–170<sub>8</sub> are used to draw rectangular grids; each piece of this line drawing set is contiguous with others so that the lines formed are unbroken.

## D.3 7-BIT ASCII Code

Octal Code	Char	Octal Code	Char	Octal Code	Char	Octal Code	Char
000	NUL	040	SP	100	@	140	
001	SOH	041	!	101	A	141	a
002	STX	042	"	102	B	142	b
003	ETX	043	#	103	C	143	c
004	EOT	044	\$	104	D	144	d
005	ENQ	045	%	105	E	145	e
006	ACK	046	&	106	F	146	f
007	BEL	047	'	107	G	147	g
010	BS	050	(	110	H	150	h
011	HT	051	)	111	I	151	i
012	LF	052	*	112	J	152	j
013	VT	053	+	113	K	153	k
014	FF	054	,	114	L	154	l
015	CR	055	-	115	M	155	m
016	SO	056	.	116	N	156	n
017	SI	057	/	117	O	157	o
020	DLE	060	0	120	P	160	p
021	DC1	061	1	121	Q	161	q
022	DC2	062	2	122	R	162	r
023	DC3	063	3	123	S	163	s
024	DC4	064	4	124	T	164	t
025	NAK	065	5	125	U	165	u
026	SYN	066	6	126	V	166	v
027	ETB	067	7	127	W	167	w
030	CAN	070	8	130	X	170	x
031	EM	071	9	131	Y	171	y
032	SUB	072	:	132	Z	172	z
033	ESC	073	;	133	[	173	{
034	FS	074	<	134	\	174	
035	GS	075	=	135	]	175	}
036	RS	076	>	136	^	176	~
037	US	077	?	137	_	177	DEL



# APPENDIX E

## ASCII Table

ASCII Codes															
CONTROL				NUMBERS SYMBOLS				UPPER CASE				LOWER CASE			
NUL 00	0	DLE 10	16	20	32	30	48	40	64	50	80	80	96	70	112
CTRL @		CTRL P		SP		0		@		P		~		p	
SOM 01	1	DC1 11	17	21	33	31	49	41	65	51	81	81	97	71	113
CTRL A		CTRL Q		!		1		A		Q		a		q	
STX 02	2	DC2 12	18	22	34	32	50	42	66	52	82	82	98	72	114
CTRL B		CTRL R		"		2		B		R		b		r	
ETX 03	3	DC3 13	19	23	35	33	51	43	67	53	83	83	99	73	115
CTRL C		CTRL S		#		3		C		S		c		s	
FOI 04	4	DC4 14	20	24	36	34	52	44	68	54	84	84	100	74	116
CTRL D		CTRL T		\$		4		D		T		d		t	
ENO 05	5	NAK 15	21	25	37	35	53	45	69	55	85	85	101	75	117
CTRL E		CTRL U		%		5		E		U		e		u	
ACK 06	6	SYN 16	22	26	38	36	54	46	70	56	86	86	102	76	118
CTRL F		CTRL V		&		6		F		V		f		v	
BEL 07	7	ETB 17	23	27	39	37	55	47	71	57	87	87	103	77	119
CTRL G		CTRL W		'		7		G		W		g		w	
BS 08	8	CAN 18	24	28	40	38	56	48	72	58	88	88	104	78	120
CTRL H		CTRL X		(		8		H		X		h		x	
HT 09	9	EM 19	25	29	41	39	57	49	73	59	89	89	105	79	121
CTRL I		CTRL Y		)		9		I		Y		i		y	
LF 0A	10	SUB 1A	26	2A	42	3A	58	4A	74	5A	90	8A	106	7A	122
CTRL J		CTRL Z		*		:		J		Z		j		z	
VT 0B	11	ESC 1B	27	2B	43	3B	59	4B	75	5B	91	8B	107	7B	123
CTRL K		CTRL [		+		:		K		[		k		{	
FF 0C	12	FS 1C	28	2C	44	3C	60	4C	76	5C	92	8C	108	7C	124
CTRL L		CTRL \		,		<		L		\		l			
CR 0D	13	GS 1D	29	2D	45	3D	61	4D	77	5D	93	8D	109	7D	125
CTRL M		CTRL ]		-		=		M		]		m		}	
SO 0E	14	RS 1E	30	2E	46	3E	62	4E	78	5E	94	8E	110	7E	126
CTRL N		CTRL ^		.		>		N		^		n		~	
SI 0F	15	US 1F	31	2F	47	3F	63	4F	79	5F	95	8F	111	7F	127
CTRL O		CTRL _		/		?		O		_		o		DEL (RUBOUT)	

KEY

hex	<div> <div>CR</div> <div>CTRL M</div> <div>0D</div> <div>13</div> </div>	ASCII Name	decimal
-----	--	------------	---------



### F. Glossary

**Acoustic:** Related to sound. An acoustic modem actually uses a speaker and a microphone to receive and create sounds. A direct-connect modem uses telephone line signals directly, eliminating true sound from the data link.

**Address:** The program that maintains the "telephone book" file F: ADDRESS.MEM.

**Arrow Keys:** Special keys used to move the cursor in some functions.

**ASCII:** The American Standard Code for Information Interchange. This is a list of 128 characters numbered from 0 through 127. This list is used to represent characters in most computers. 96 of these are characters that can be printed. The other 32 are "control" characters, such as the Carriage Return.

**Asynchronous:** A communications method in which the devices are not "synchronized" to a common clock.

**Battery:** A power supply that uses chemical reactions to produce electricity.

**Binary:** A form of information in which everything is converted to bits that are either on or off.

**Bit:** A binary digit that can be 1 or 0.

**Byte:** Eight bits of data. A character is saved as a byte.

**Cartridge:** A device for storing user files (Data Cartridge) or permanent instructions for functions (Program Cartridge).



## GLOSSARY

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**Character:** A letter, numeral, symbol, or blank space. Numbers are converted into characters by using a code table, usually the ASCII table.

**Charger:** A device for recharging a battery.

**Connector:** A plug or socket used for electrical attachments.

**Cursor:** A mark placed on the screen to show where the next character will appear. It can be an underline or a block. It may be steady or flashing. It performs the same function, no matter what form it takes.

**Cursor Keys:** Same as Arrow keys.

**Data:** Items of information (text, numbers, etc.).

**Data Cartridge:** A cartridge containing Random-Access Memory (RAM) in which user files can be saved.

**Digital:** A description for computers that use binary digits. The RoadRunner is a digital computer. The other type (analog) is not widely used.

**E:** Unit E is an internal ROM that contains the basic utility software for The RoadRunner.

**Editor:** The program that performs the word-processing function in The RoadRunner.

**Exit:** The key used to terminate a function. It always returns to the previous menu.

**F:** Unit F is a block of RAM on the main circuit board that is treated as a cartridge.

**Field:** A part of a data record where a particular item is stored. The term comes from punch cards which were divided into punching "fields" for data items.

**File:** A block of data saved on a cartridge. Files can be either data (information) or programs (instructions).

**Format:** As a general term, a structure of any sort. When applied to cartridges, it refers to clearing a cartridge and preparing it with a logical structure for data storage. Placing that format on a cartridge destroys any data already stored there.

**Function:** An action performed by a program or part of a program.

**Function Keys:** The keys labeled F1 through F8 that permit you to choose a program or function from a menu.

**Help:** A set of built-in messages to explain options when the HELP key is pressed.

**Interface:** The point of contact between two systems or subsystems. A serial interface provides a common connection for passing data in a serial form between devices.

**K:** Abbreviation for "Kilo" (1000) which actually represents 1024. 1024 bytes is 1 Kbyte.

**Main Menu:** The display of available programs shown when The RoadRunner's operating system scans the cartridges.

**Mainframe:** A large computer, typical of the type used for the central computer system of a large company.

**Memory:** Circuits that can retain binary data. Main memory is part of the computer, but storage memory is in cartridges.

**Menu:** A list of options. Function menus allow you to choose an option by pressing a function key.

**Modem:** A communications device that "modulates" data into sound and "demodulates" sound into data.

**Muffs:** The acoustic devices that attach to the handset of a telephone for a modem. The name comes from the sound seal that makes them similar to the hand and ear warmers.

## GLOSSARY

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**Operating System:** The program that determines the basic behavior of The RoadRunner.

**Parallel:** A communications method in which a byte is communicated over eight parallel wires. The alternate is serial communications.

**Program:** Instructions for The RoadRunner. Every function is performed according to a program.

**Program Cartridge:** A cartridge containing programs permanently "burned into" Read Only Memory circuits.

**RAM:** Random-Access Memory which can be changed or erased.

**Record:** The part of a data file that applies to a single entry. In non-computer terms: a data file is a box of cards, a record is a single card in the file, and a field is a line on the card.

**Reset:** The button that completely restarts The RoadRunner. Also the action of pressing the RESET button on the back of the case.

**ROM:** Read Only Memory which cannot be changed.

**RS-232:** The industry standard for a serial communications interface.

**Scan:** To examine along a line. Some functions allow you to scan a list with the cursor.

**SCHEDULE:** The program that maintains the schedule file F:SCHEDULE.MEM

**Screen:** The visual display that shows eight lines of up to 80 characters each.

**Serial:** A method of binary communication in which data is sent over a wire in a stream, one bit at a time. This is the method a serial interface uses.

**Slot:** The place where cartridges are mounted in The RoadRunner.

**Socket:** A concave fitting made to accept a plug.

**Sort:** Arrange in order. ADDRESS sorts by alphabet. SCHEDULE sorts by date and time.

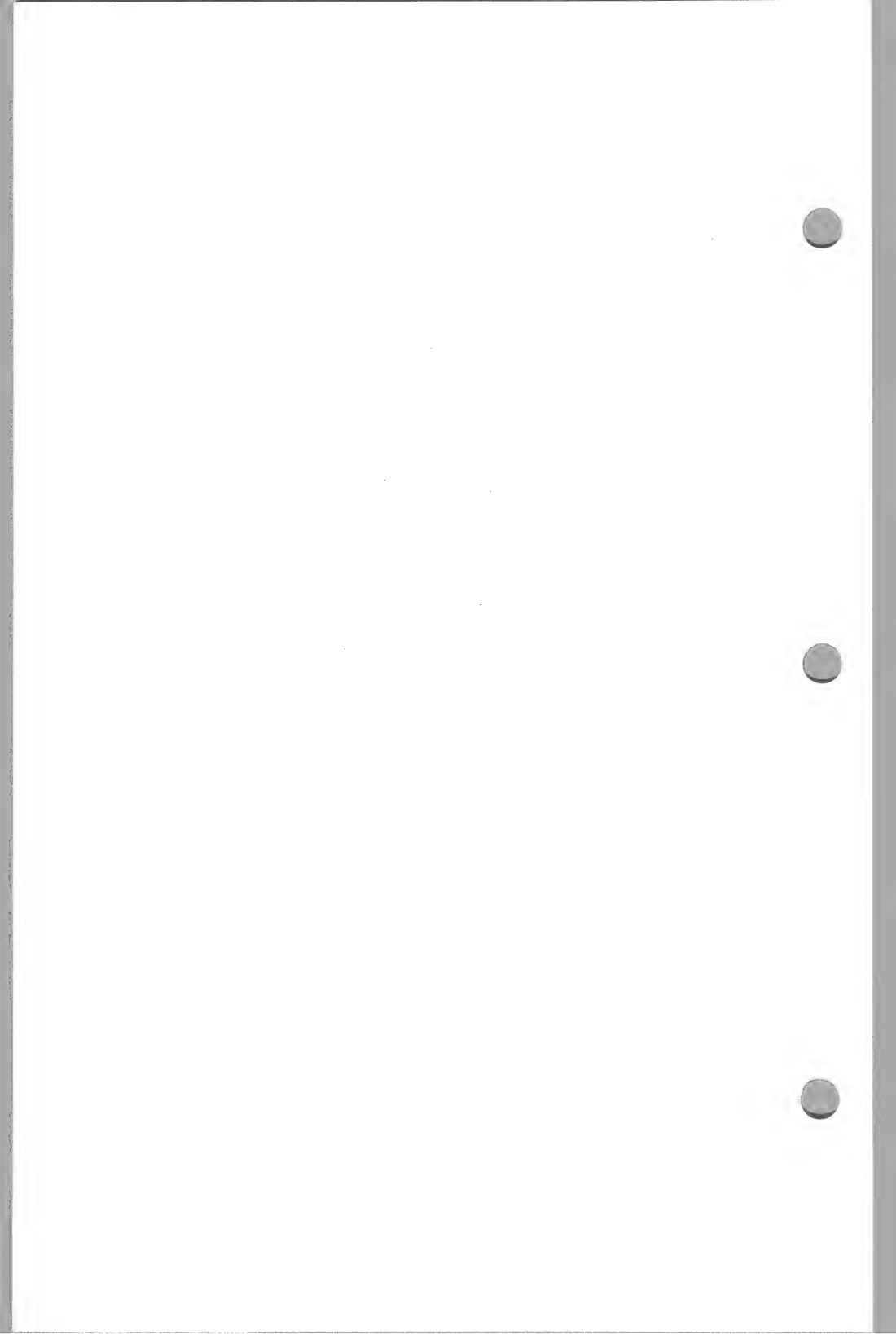
**Terminal:** A device used to communicate with a computer. The terminal section of The RoadRunner operates the keyboard and the screen. The RoadRunner itself acts as a terminal for another computer when the TERMINAL program is running.

**Text:** Data made up entirely of characters. Documents are saved on cartridges as files of text.

**Toggle:** A switch that locks when pressed and unlocks when pressed again is a toggle switch. A function that alternates between two options in a similar manner is also called a toggle.

**Unit:** As used with the RoadRunner, a unit addresses a particular slot, and identifies the cartridge mounted in that slot.

**Utility:** The program that accesses the file and cartridge handling, communication and system setup functions.



## **G. Using The RoadRunner with MCI Mail**

### **G.1 Introduction**

If you have just received your RoadRunner, you should charge the battery pack and format the internal cartridge F and any external data cartridges you received. Refer to Chapter 1 of the User's Guide for procedures on connecting the charger and formatting cartridges.

### **G.2 Configuration**

In order for The RoadRunner to properly communicate with the MCI computer, it must be configured in accordance with the following procedures. You will do this only once, unless you change the communications parameters for use with different services.

#### ***Device Configuration***

1. With the built-in modem installed, remove the cable from the telephone and connect it to the built-in modem. Refer to Chapter 6, paragraph 6.1.
2. Open the cover of The RoadRunner.
3. When the Main Menu is displayed, press the function key that corresponds with the UTILITY.
4. Press F4 for SETUP.

The SETUP Menu is now displayed.

## APPENDIX G

### MCI Mail

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5. ECHO (F1) should be set to "No". If set to "Yes", press F1.
6. AUTO LF should be set to "No". If set to "Yes", press F2.
7. STRIP-LF should be set to "Yes". If set to "No" press F4.
8. Press F6 to select the SETCOMM sub function.
9. The current communications parameters are displayed above the Menu line. To communicate with the MCI computer, these parameters should be set as follows:

SPEED (F1)	300 Baud
SIZE (F2)	8 Bits
STOP BIT (F3)	1
PARITY (F4)	NONE
HANDSHAKING (F5)	XON/XOFF

If any of these parameters have to be changed, press the corresponding function key and then select the correct value. Refer to Chapter 5 for additional information.

10. When all the changes have been made, press EXIT to return to the SETUP Menu.
11. Press F8 for SAVE. This will keep the changes until you change them again.
12. Press EXIT twice to return to the MAIN Menu.

### **G.3 Dialing MCI Mail**

Refer to Chapter 6 of The RoadRunner and the MCI Mail documentation you received.

#### ***To Dial Manually***

1. Open The RoadRunner.
2. From the MAIN Menu, press the function key corresponding to **TERMINAL**.
3. Press F4 to select **DIAL**.
4. Press F5 for **MANUAL**.
5. When prompted to "Enter number:", type in your local MCI Mail phone number.
6. Press Return.

You will hear a dial-tone and the number being dialed. The message "Waiting for Carrier. . ." will be displayed on the screen.

Once connection to MCI Mail has been established, The RoadRunner will display the "connected" message.

7. Press the Return key **TWICE** pausing briefly between keystrokes.
8. You will then see "Port: XX" followed by: "Please enter user name:"
9. Enter your assigned MCI Mail user name and press Return.

MCI Mail will respond with the prompt: "Password:"

10. Enter your MCI Mail password and press Return.

Sign-on is now complete.



## APPENDIX G

### MCI Mail

---

#### *To Dial Automatically*

With this feature, The RoadRunner will automatically dial any number you have previously stored in The RoadRunner using the ADDRESS program.

1. Use the ADDRESS program to enter the name (enter MCI) and phone number (include the local access as the number entry) in The RoadRunner's Address file. Refer to Chapter 3 of the User's Guide.
2. From the MAIN Menu, press the function key which corresponds to TERMINAL.
3. Press F4 for DIAL.
4. Press F4 for AUTO.
5. Type Y to select the default file (internal cartridge F), or N (if the MCI entry is on an external cartridge).
6. When prompted for "String to Search for:", enter MCI.
7. Press Return.

The RoadRunner will automatically dial the number listed in the file. Once connection is established, the screen will display the "connected" message.

8. Proceed from this point as instructed in steps 7 through 10 of the manual dialing procedure described previously.

## **G.4 Saving To File**

This feature allows you to store all information on the display in a file for future reference or printing. (See Chapter 5 of the User's Guide for details on printing a file.)

By storing the information in a file, you can avoid reading your letter while you are connected to MCI therefore saving on connection time.

To save a file, the procedure is as follows:

1. Connect to MCI Mail as described above.
2. Select the letter you would like to save using the SCAN command for MCI Mail. Remember the number assigned to the letter by the SCAN for use later in this procedure.
3. On The RoadRunner, press F1 for RECEIVE.
4. The RoadRunner will display the prompt: "File to RECEIVE:\_\_\_".
5. Enter a filename using the following format:

C:name.ext

where

c = data cartridge letter a, b, c, or d.

name = a file name up to 8 characters in length.

.ext = a three-letter extension.

(Refer to Appendix C of the User's Guide for additional information on filenames.)

6. Press Return.
7. Press F1 for TEXT.
8. Press F3 for START.
9. Enter the MCI Mail PRINT or READ command using the SCAN number (from step 2) of the letter you would like saved.
10. Press F3 to STOP receiving after receiving your entire letter. Your letter has now been saved under the filename you entered and is available for reading and editing accordingly while off-line.

## APPENDIX G

### MCI Mail

---

#### G.5 Sending a File

This feature allows you to create your letter taking advantage of the full-screen editor provided in The RoadRunner. Once the letter is ready, just send the file.

To send a file, proceed as follows:

1. Create a message on The RoadRunner using EDITOR. Refer to Chapter 7 of the User's Guide for discussion of the EDITOR.
2. Once completed, save the file on a data cartridge using the EDITOR Save Function.

NOTE: You may also send a file you previously saved from MCI Mail.

3. Dial MCI Mail as described in Section G.3.
4. Use the MCI Mail CREATE command and enter the appropriate information in the "TO", "CC", and "Subject" fields.
5. When the TEXT prompt is displayed, press F2 for TRANSMIT.
6. When prompted for filename, enter the name of the file you wish to transmit.
7. Press Return.
8. Press F1 for TEXT.
9. Press F3 to START transmission of the file.
10. When file transmission is complete, you may enter additional text. End the text entry by typing a "/" as the FIRST character of a NEW line and press Return.
11. READ your text using the MCI Mail READ DRAFT command to be sure there were no stray characters entered.

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Attn: QA Tech Support Group

# SOFTWARE PROBLEM REPORT

Phone \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS

Use this form to report any software bugs, documentation errors, or suggested enhancements. Mail the form to MicroOffice at the address shown above.

CATEGORY

\_\_\_\_\_ Software Enhancement \_\_\_\_\_ Other

Rev. \_\_\_\_\_ Supplier \_\_\_\_\_

## Hardware Description

## Problem Description

---

Describe the problem. (Also describe how to reproduce it, and your diagnosis and suggested corrections). Attach a listing if it is available.

---

## MicroOffice Use Only

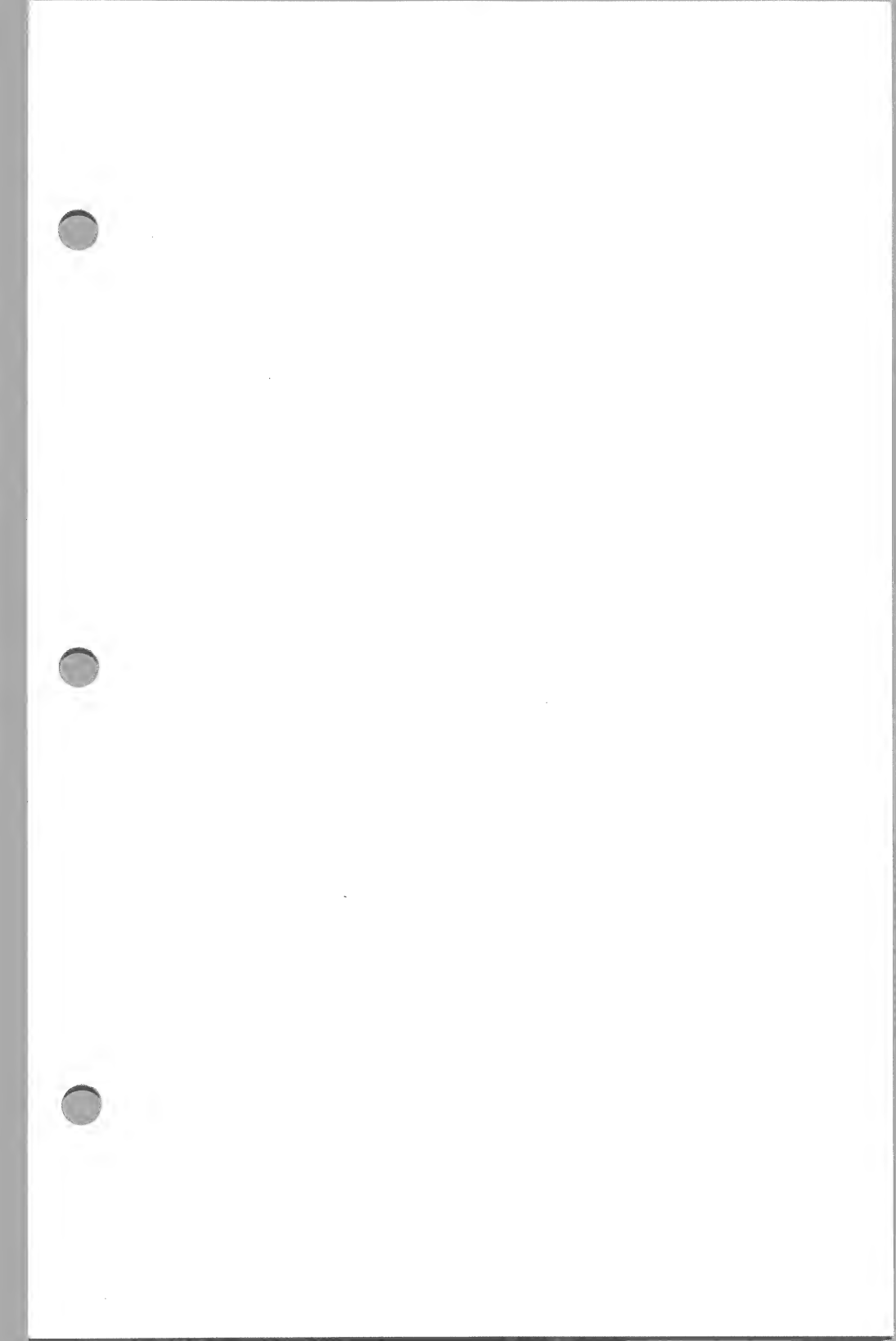
Tech Support \_\_\_\_\_

SAR Number \_\_\_\_\_

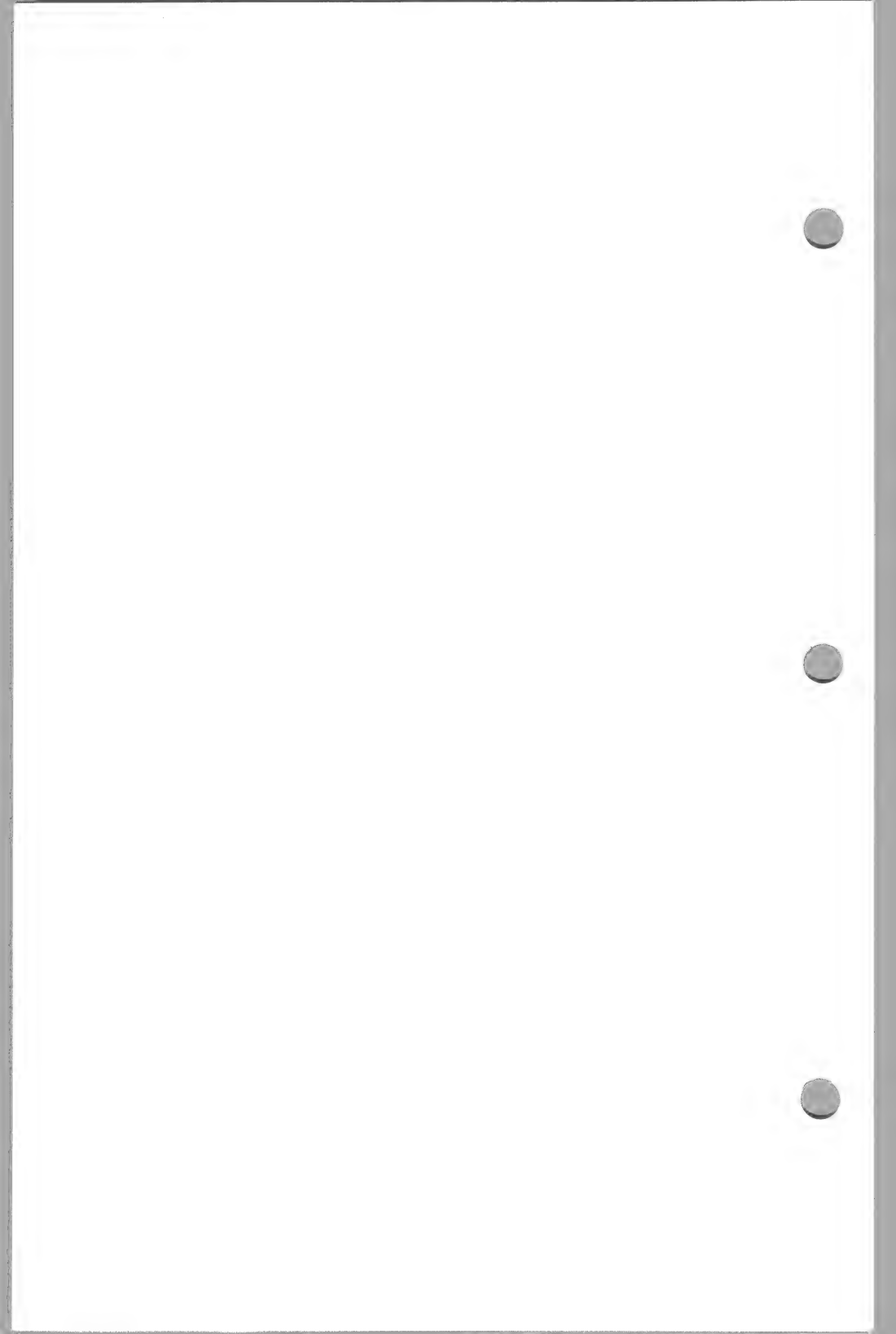
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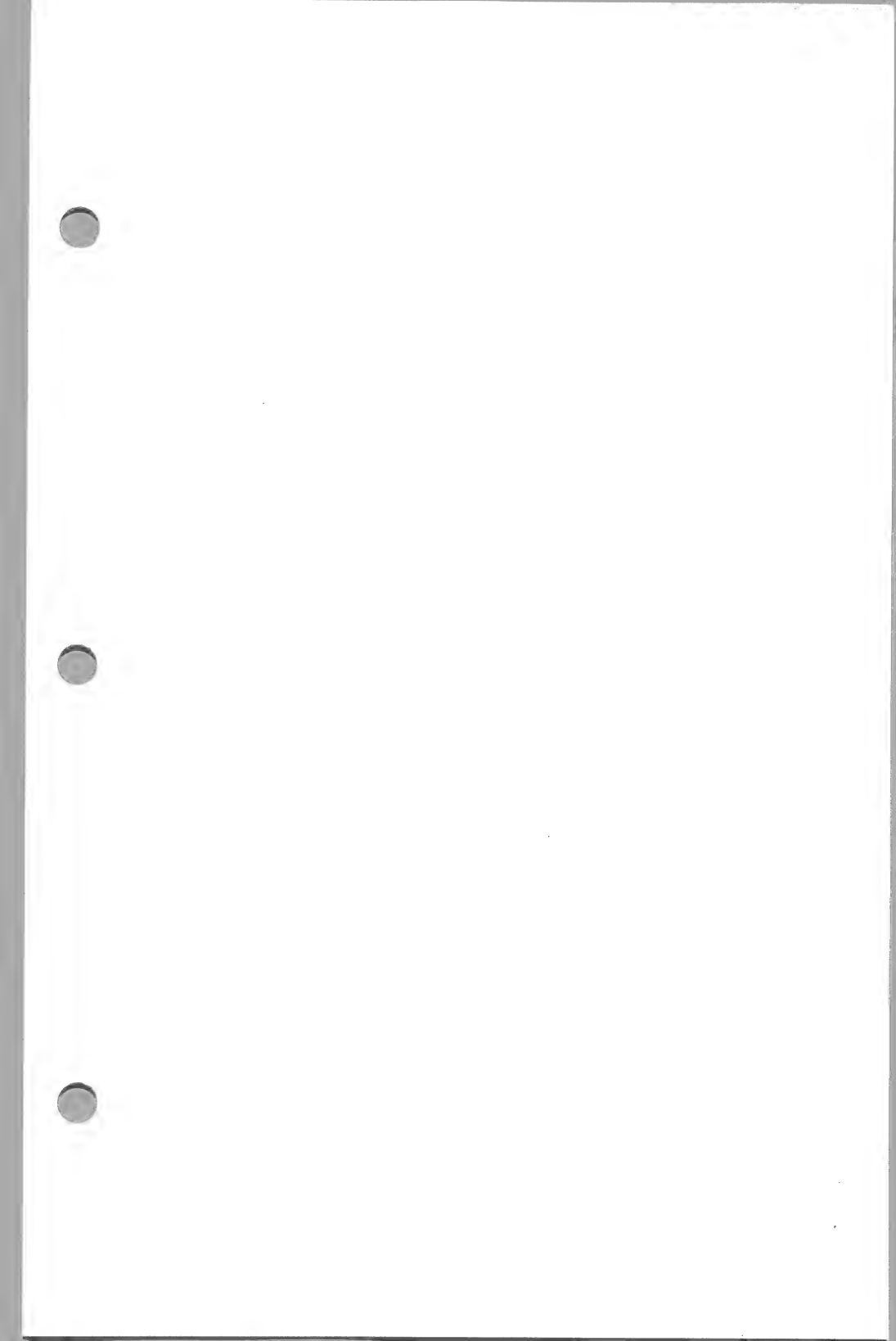
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